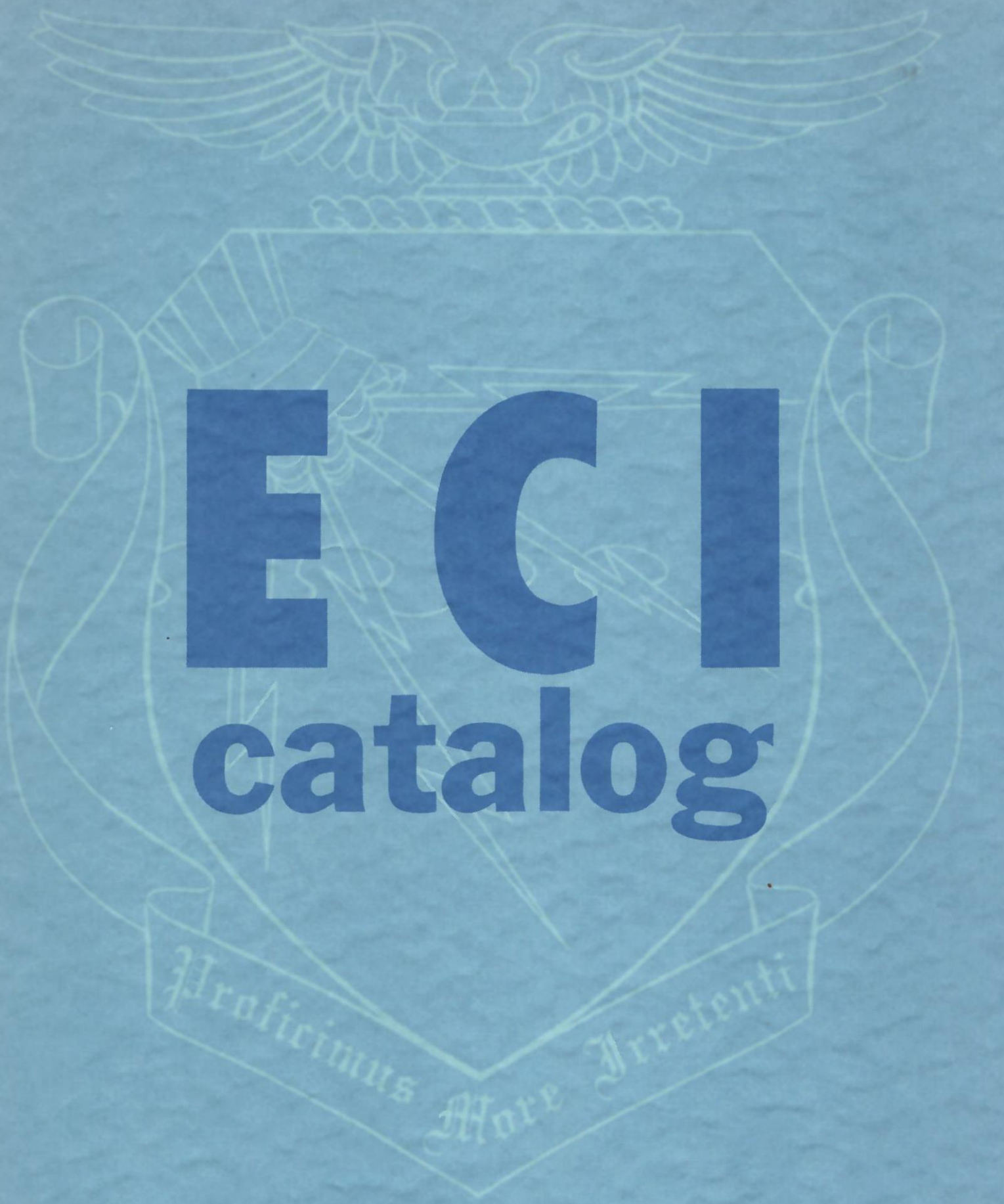




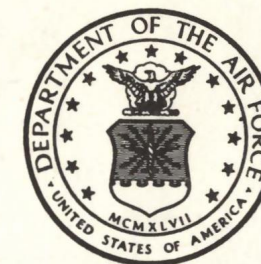
ECI **catalog**

1956

EXTENSION COURSE INSTITUTE, USAF
AIR UNIVERSITY

CATALOG

of United States Air Force
Correspondence Courses



1956

Extension Course Institute, USAF

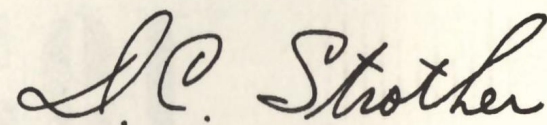
Air University

FOREWORD

To fulfill its role in the defense of our nation, the Air Force must be both present- and future-minded. We face the dual problem of being prepared for action now and of anticipating the demands on air power a decade or more hence. Whether we can do this depends on the equipment we have and the men who use it. To rely on the knowledge and abilities we now possess is no better than to rely on keeping the rust off the weapons that have served us in the past. Our equipment becomes increasingly complex and automatic in operation. But mechanical controls do not dispense with men. Rather, modern weapons systems demand more of men—more knowledge, greater skill. Meeting those demands is the responsibility of each of us.

The Extension Course Institute can help you in this respect. Resident courses are available to only a limited number of Air Force personnel. But the Extension Course Institute is, by virtue of postal service, "right next door." Whether you are on active duty or a member of the Reserve, it offers you a chance—through courses which closely parallel those given in resident instruction—of adding to your knowledge and abilities.

I suggest that you take advantage of the educational opportunity offered by the courses listed in this catalog. By completing those for which you qualify, you can increase your abilities and prepare yourself for later assignments. Thus, your effort will help both you and the Air Force in meeting the demands of the present and in facing those of the future.



D. C. STROTHER
Major General, USAF
Acting Commander
Air University



MAJ. GEN. DEAN C. STROTHER
Acting Commander, Air University

FACULTY
OF THE EXTENSION COURSE INSTITUTE



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Chief, Test Construction Branch

LIEUTENANT JANE A. DONOVAN
Chief, Education Division



COLONEL MERRILL A. KEMPTON, USAF

MEMORANDUM FOR: All Prospective Students

When I wrote, in the ECI Catalog for 1953, my first memorandum to prospective students, I described the ECI program as one created to help them in their Air Force careers. Since then, hundreds of letters from students have confirmed the accuracy of that description.

For that reason, I am pleased that I can again invite you to enroll in one of our courses. Because this edition of the ECI Catalog lists more courses than any previous edition, I am sure that you can find a course that will both interest and benefit you.

Finally, let me urge you to read the "Introduction." It contains specific information that you need to know.

Merrill A. Kempton
MERRILL A. KEMPTON
Colonel, USAF
Commandant
Extension Course Institute, USAF

CONTENTS

	PAGE
Introduction	1

I—General Military Education

COURSE NUMBER		
1	Officer Candidate School Correspondence Course	9
2	Squadron Officer School Correspondence Course	10
3	Command and Staff School Correspondence Course	12
4	Air War College Correspondence Course	14

II—Specialized Courses by Career Areas

PHOTOGRAPHY AND CARTOGRAPHY (23 AREA)		
2300	Still Photographic Officer	16
2311	Aerial Photographer	17
2320	Photographic Fundamentals	17
2321	Photographic and Laboratory Technician	17
WEATHER (25 AREA)		
2500	Air Weather Officer	19
COMMUNICATIONS OPERATIONS (29 AREA)		
2930	Basic Radio Operator	19
COMMUNICATIONS-ELECTRONICS (30 AREA)		
3000	Electronics Fundamentals, Officer	19
3001	Air Electronics Officer	20
3002	Ground Electronics Officer	20
3007	Communications Fundamentals, Officer	20
3008	Communications Officer	21
3011	Radio Fundamentals	22
3012	Aircraft Radio Repairman	22
3014	Ground Radio Repairman	23
3021	Airman Electronics Fundamentals	23
3022	Airborne Electronic Navigation Equipment Repairman	25
3023	Aircraft Control and Warning Radar Equipment Repairman	25
3025	Automatic Tracking Equipment Repairman	25
GUIDED MISSILES (31 AREA)		
3111	Fundamental Principles of Guided Missiles	25
ARMAMENT (32 AREA)		
3200	Munitions Officer	26
3205	Armament Systems Officer, Fundamentals	27
3206	Armament Systems Officer, Fighter	27
3207	Armament Systems Officer, Bomber	28
3211	M-Series Bombsight Mechanic	28

COURSE NUMBER		PAGE
3221	AN/APG-30 Sighting System Mechanic	28
3223	A-Series Gun-Bomb-Rocket Sight Mechanic	29
3231	Turret System Mechanic (B-47)	29
3233	Turret and Gunlaying System Mechanic (B-36)	29
3234	Turret System Technician (B-36)	30
WIRE MAINTENANCE (36 AREA)		
3611	Installer-Cableman	30
3621	Central Office Equipment Mechanic	31
3622	Carrier Repeater Mechanic	32
3631	Communications Machine Repairman	32
AIRCRAFT ACCESSORIES MAINTENANCE (42 AREA)		
4251	Aircraft Hydraulic Mechanic	33
AIRCRAFT AND ENGINE MAINTENANCE (43 AREA)		
4301	Aircraft Maintenance Officer	33
4303	Ground Equipment Maintenance Officer	34
4311	Aircraft Reciprocating Engine Mechanic	34
4312	Aircraft Jet Engine Mechanic	35
4314	Aircraft Mechanic	35
4351	Rotary Wing Mechanic	37
MUNITIONS AND WEAPONS MAINTENANCE (46 AREA)		
4611	Munitions Specialist	37
4621	Weapons Mechanic	37
MOTORIZED AND MISCELLANEOUS EQUIPMENT MAINTENANCE (47 AREA)		
4710	Basic Vehicle Maintenance	38
METAL WORKING (53 AREA)		
5341	Airframe Repairman	38
INSTALLATIONS ENGINEERING (55 AREA)		
5500	Installations Engineer Officer	39
FIRE FIGHTING (57 AREA)		
5700	Fire and Aircraft Crash Rescue Officer	39
5711	Fire Fighting and Aircraft Crash Rescue	40
TRANSPORTATION (60 AREA)		
6000	Transportation Officer	40
SUPPLY (64 AREA)		
6405	Supply Officer	41
COMPTROLLER (67-68 AREA)		
6701	Budget Officer	42
6711	Basic Budgetary Accounting and Disbursing	42
6806	Statistical Services Officer	42
6811	Statistical Specialist	42
PERSONNEL (73 AREA)		
7321	Basic Personnel Principles	43

COURSE NUMBER		PAGE
	EDUCATION AND TRAINING (75 AREA)	
7521	Academic Instructor	43
	LEGAL (78 AREA)	
7800	Military Justice	43
7801	Air Force Claims	44
7803	Government Contracts	44
	CHAPLAIN (79 AREA)	
7901	Basic Doctrine for Character Guidance	44
III—Courses Prepared by the Department of Defense		
EMNE	Emergency Management of the National Economy	45
ADS	Atomic Defense Series	46
IV—Courses Prepared by Other Services		
	ARMY COURSES—GENERAL	
7	First Aid (MED)	48
39	Special Services (TAG)	48
40	The Army and Air Force Exchange Service (QM).....	48
42	Air Navigation (ARTY)	48
44	Employment of Army Aviation (ARTY)	48
47	Civilian Personnel Management (TAG)	48
51	Movement by Air I (INF)	48
54	Basic Administrative Records (TAG).....	48
	ARMY COURSES—THE PSYCHOLOGICAL WARFARE SCHOOL	
	Special Series—Psychological Warfare	48
	ARMY COURSES—ENGINEER SCHOOL	
10-14	Roads and Airfields I	49
30-3	Roads and Airfields II	49
30-27	The Engineer Aviation Company	49
40-21	Pavements	49
50-7	Roads and Airfields III	49
	ARMY COURSES—THE QUARTERMASTER SCHOOL	
40-5	Food Service Supervision	49
	ARMY COURSES—THE SIGNAL SCHOOL	
11-1	Mathematics	49
11-18	Television I	49
11-27	Television II	49
	ARMY COURSES—THE TRANSPORTATION SCHOOL	
30-13	Driver Selection and Training	50
30-34	Marine Diesel Engines I	50
30-35	Marine Diesel Engines II	50

Introduction

MOST OF US at one time or another have enrolled in that most famous of all educational institutions, the school of hard knocks. Others of us have found, to our sorrow, just how dear is the school which experience keeps for fools. Here at the Extension Course Institute, however, we have let these time-honored and painful methods go by the board, for we believe that as good a teacher as experience is, learning need not be so painful as that extremely able teacher sometimes makes it. More positively, we have a substitute method by which eligible persons can expand their know-how. This method is home study of the correspondence courses described in this catalog. By transferring the experience of others to the printed page, we make it as easy as we can for you to acquire knowledge.

This knowledge will better qualify you to carry out an Air Force assignment, either present or future. Thus our courses help both you as an individual and the Air Force as an indispensable member of the defense team.

With this contribution in mind, we have listed in the following pages sixty-three correspondence courses based on instruction given at resident schools of the U.S. Air Force. In addition, we have included a few courses given by other services or by the Department of Defense. Offering this instruction in written form enables members of the U.S. Air Force, Air Force Reserve, the Air National Guard, and the Civil Air Patrol (as well as eligible civilians and members of other services) who are not able to attend a resident school to obtain similar instruction by mail for study.

Let us emphasize one point: Completing a correspondence course does not bar you from the resident course and in fact will help you immeasurably if you do attend.

Our mission here at the Extension Course Institute, therefore, is to provide a correspondence course program. That means that we are responsi-

ble for the style of writing and the layout of the courses, we administer tests on them, and we take care of the paper work that insures your getting proper credit.

But because we cannot be subject-matter experts in the many areas covered by our courses, we rely on the various resident schools of the Air Force for the broad organization and content of the courses. As you probably know, each of these schools teaches certain Air Force specialties. The resident school in each career field decides what goes into a specific correspondence course—it plans the course and furnishes its content. In many cases the content parallels that of a resident course; in others, our course may contain information not in the resident course. But in either situation, the resident school furnishes us the material for a particular course and fixes its scope.

The Extension Course Institute offers courses in four different areas of instruction: general military education, specialized courses by career areas, courses prepared by the Department of Defense, and courses prepared by other services. The materials for courses prepared by the Department of Defense and by other services are not stocked in our warehouse, and we do not evaluate the student's papers. Moreover, certificates of completion are issued direct to the student by the administering school without regard for the service to which the student is assigned. Certificates are of varied format but all schools award hours and points in the three-to-one ratio common to all services.

GENERAL MILITARY EDUCATION consists of four courses based on the general service schools in the Air Force. These are:

1. The Officer Candidate School.
2. The Squadron Officer School Course of the Air Command and Staff College.

3. The Command and Staff School Course of the Air Command and Staff College.
4. The Air War College.

SPECIALIZED COURSES BY CAREER AREAS are planned to teach the information needed to acquire an AFSC (Air Force Specialty Code). Based on resident courses that train officers and airmen toward specific skills, they present both elementary and advanced knowledge. In the catalog you will find these courses grouped under career areas. They can be taken by all persons meeting the individual eligibility requirements.

COURSES PREPARED BY THE DEPARTMENT OF DEFENSE cover broad aspects of national planning. The information in them is of interest to all military services and to civilian industry.

COURSES PREPARED BY OTHER SERVICES deal with subjects which resident schools of other services are especially well qualified to write. For example, the Army prepares a Food Supervision Course and certain courses valuable to SCARWAF personnel.

AIR RESERVE INFORMATION

If you are a member of the Air Reserve forces, these courses will enable you to earn points toward retaining your Reserve status and building up your retirement and promotion credits. Information about courses can be found in this catalog, *The Air Reservist*, and *The ECI Letter*.

Air Force Regulations 45-5 and 45-7 tell you how to maintain your Reserve status and proficiency. The Extension Course Institute cannot answer inquiries except those which relate directly to the correspondence course program. If you wish information about your Reserve status, retention, promotion, training credits, commissioned appointment, etc., you should ask the military unit to which you are assigned or which has custody of your personnel records.

If you are not assigned to a Reserve unit, you secure such information from the Air Reserve Records Center, Denver, Colorado.

FORM

USAF correspondence courses are published in a series of volumes (some of which are divided into parts), each about the size of this catalog. Ordinarily you receive only one examination with each pamphlet. Since most of the courses are based on resident instruction, these pamphlets combine

both the lecture and text material available to resident students. In only a few courses are you asked to study material other than that included in the course pamphlet. And in most courses, the examination covers only information organized and presented to you within the covers of the pamphlet.

ENROLLMENT

To enroll in USAF correspondence courses (or Army or Navy correspondence courses), fill out the application form in the back of this catalog and forward it to the Extension Course Institute, USAF, Gunter Air Force Base, Montgomery, Alabama, by one of the procedures given in the second paragraph below. Additional copies of this form are available at base Education Services Centers and through Reserve Centers, or you may write direct to the Extension Course Institute for them.

For administrative reasons, we have made two significant changes in enrollment procedures since last year. First, once a student has completed a course, he must fill out another application form to enroll in a new one. And second, it is no longer possible to enroll for more than one course at a time. These changes have been made reluctantly, but our increased student load has made it administratively impossible to continue the old procedures.

Route your application as specified for your group:

a. Members of the U.S. Air Force on Active Duty. Submit your application to the Education Services Officer for review and indorsement. He will forward it to the Extension Course Institute.

b. Members of the Air Reserve not on Active Duty. If you are assigned to an active Reserve unit, your application must be indorsed by your unit commander or his designated representative. If you are not assigned to an active Reserve unit, your application must be indorsed by the Air Reserve Records Center, 3800 York Street, Denver 5, Colorado.

c. Members of the Air National Guard. Make your application through your unit commander for recommendation. It should be sent to the State Adjutant General for approval. The State Adjutant General should forward the approved application direct to the Extension Course Institute.

d. Members of the U.S. Army, U. S. Navy, or U. S. Marine Corps. Submit your application in

accordance with established procedures for taking correspondence courses within your own service.

e. Air Personnel of MAAG or Mission Countries. Air personnel of foreign MAAG or mission countries may now participate in the ECI program. Foreign students enroll with the respective MAAG or mission which administers the program, and the Extension Course Institute is responsible for furnishing course material.

f. Members of the Civil Air Patrol. Senior members submit your application in accordance with current CAP regulations to your wing commander. Your wing commander will indicate his approval by indorsing your application direct to the Extension Course Institute. His indorsement must include the following statement: "Applicant is a Civil Air Patrol Senior Member of this organization and has paid his current annual assessment."

The enrollment of CAP cadets, limited to no more than 200 at any one time, is governed by pertinent CAP directives. Check with your wing commander.

g. Airmen Holding Reserve Commissions. Submit your application to your commander for verification of your Reserve status. He will forward it through the Education Services Officer to the Extension Course Institute.

h. Civilian Employees of the Air Force. Civilian employees of the Air Force whose performance of a specific job assignment would be improved by correspondence course training are eligible for specialized training courses. Each application for a course of this type must be approved by the military supervisor of your unit.

Included within the above groups are many persons stationed or residing in foreign or occupied countries who may enroll provided they belong in one of the following categories and comply with the procedures outlined below (extracted from AFR 50-12, USAF Extension Course Program, dated 22 Oct 54):

d. The following persons residing in foreign countries may enroll in the USAF Extension Course program:

- (1) Military personnel of the United States stationed or resident within a country which has consented to stationing forces of the United States therein.
- (2) Military personnel of the United States and qualified United States civilians stationed or resident in occupied territory. Occupied military territory is not considered a foreign country for the purpose of this Regulation.
- (3) Military personnel, active or inactive, and quali-

fied civilians who are on the staffs of air attachés or are members of air missions to foreign countries are acceptable for enrollment if properly vouched for by the air attaché or the chief of the air mission.

(4) Members of the Air Force Reserve not on active duty and qualified United States civilians resident in a country which does not prohibit receipt, study, and mailing of extension courses.

(a) Information concerning the local law, as pertains to the mailing of extension courses to the foreign countries concerned, may be obtained from the office of the military or air attaché. Clearance will be obtained by addressing application through the office of the air attaché or chief of mission.

(b) Applications received by air attachés or chiefs of missions will be indorsed to the Extension Course Institute, USAF, if verified. If unable to ascertain Reserve status of applicant, application will be indorsed to the organization maintaining the person's unit personnel records for verification.

e. ECI Form 23, "Application for Enrollment," submitted by personnel serving overseas must include a statement that:

- (1) The applicant is not employed by the government of the country concerned or by any municipal or provincial government thereof, or
- (2) If employed by a government agency, consent of the respective government to receive extension course material has been obtained.

We cannot let students enroll for a single pamphlet of any multiple-volume course. We have also had to restrict the circulation of our course materials to regularly enrolled students. (In exceptional circumstances, we can deviate from the latter policy.)

WHAT HAPPENS WHEN YOU ENROLL. When you enroll in a correspondence course, here is what happens: We receive your application (figure 1), check your eligibility for the course (figure 2), and forward your application to our machine records branch. Here electric accounting machines convert your enrollment into a series of punched cards. (See fig. 3.) The card most important to you is the yellow "grade card." (See fig. 4.) You will receive one of these cards with each examination (one per pamphlet). Listed on the card will be your service number, grade, your name, the appropriate course number, and the volume number corresponding to the examination.

When you submit your answer sheet to the Institute, you must return this card with it, recording any changes in your status. We can-



Figure 1. Incoming Mail Being Processed.

not emphasize this requirement too strongly. In fact, failure to keep us informed of your address may result in cancellation of your enrollment.

When a change occurs, fill in the appropriate space on the grade card when you return your examination answer sheet. In any case, return the card with the proper answer sheet. If the spaces

are blank, we know that your personal data are still correct. We record your examination grade on this card when it returns, and it then becomes part of your student record. (See fig. 5.) If you have an inquiry about your progress, mail it separately from your answer sheet to the Secretariat, Extension Course Institute. (See fig. 6.) In your inquiry include your name, grade, service



Figure 2. Registrar Checking Applications.



Figure 3. Applications Being Converted into Series of Punched Cards.

S AF16594261A1CWW SMITH		06 3011	
RADIO FUNDAMENTALS		VOLUME COURSE	
STUDENT, PLEASE NOTE!			
WE WILL RECORD YOUR GRADE ON THIS CARD FOR THE VOLUME SHOWN HERE			
PLEASE RETURN IT WITH THE PROPER EXAMINATION SOLUTION			
DO NOT FOLD, PUNCTURE, OR MUTILATE THIS CARD AS IT WILL BE MACHINE PROCESSED			
IF, Your Address, Grade, or Service Number has changed (or is wrong) Print changes in box below			
SERVICE NUMBER		GRADE	
NAME (IF SPELLING IS INCORRECT)			
NEW ADDRESS-STREET OR ORGN.		CITY & STATE OR APO	
THE USAF EXTENSION COURSE INSTITUTE			
GRADE CARD (STANDARD)			

Figure 4. Grade Card.

number, mailing address, and the number of the course in which you are enrolled. We are glad to answer any inquiries regarding your enrollment, and if you include this information, we can answer your letter much more promptly.

Once you are enrolled, we send you two or three pamphlets so that you will always have some study material in your possession as you progress through the course. (See figs. 7 and 8.) Accompanying each pamphlet will be an examination and the examination answer sheet. This examination is taken "open book"; that is, you work out the answers by referring to the pamphlet.

When you complete an examination and return your answer sheet to the Institute, you will receive another volume. This cycle will repeat itself until you complete all the volumes of that particular course. Upon completing the course, you are

granted a diploma if your work has been satisfactory. This diploma (figure 9) will entitle you to have an entry made in your personnel records certifying to your successful completion of the course, in accordance with Air Force Manual 35-9 and Air Force Regulation 35-500.

AVAILABILITY OF COURSES. The curriculum of the Extension Course Institute changes occasionally to conform with the instruction currently offered in resident schools. New subjects or information may be added or old courses dropped. This catalog lists only those courses available now.

To keep our students informed of these changes, we issue *The ECI Letter*. This catalog supplement records changes in the curriculum and lists all courses currently available. If you are enrolled in a course, you will receive a copy of the *Letter* upon publication.



Figure 5. Punched Cards Being Placed in Student's Permanent Record.



Figure 6. Correspondence Being Prepared in Secretariat.

MINIMUM PARTICIPATION

Since 1 January 1955, each course requirement (volume, part, or subjective requirement) must be completed within 12 months after it is sent to you. This policy does not apply to the Air War College Correspondence Course of the Air War College or to the staff study requirement of the Command and Staff School Correspondence Course.

Students who are canceled for their failure to meet minimum participation requirements will not be permitted to re-enroll for at least six months.

ADMINISTRATION

Believing that some knowledge of the internal workings of the Institute may be interesting to you and also help you understand some of the problems that arise in serving you, we are going to tell you something about how courses are produced and how they are handled here at the Institute.

The requirement for a particular course is established at Headquarters, USAF. Because we here at the Institute cannot be technically qualified in the more than 150 subjects eventually to be covered, Headquarters, USAF, gives the responsibility for "preparing" the course to an Air Force command, usually the Air Training Command or the Air University. The command then

assigns the writing of the course to the appropriate school under its jurisdiction. For example, technicians at Chanute Air Force Base prepare courses in aircraft maintenance specialties and weather; specialists at Keesler write those on electronics. Altogether seven Air Force bases within the Technical Training Air Force (which is under the Air Training Command) prepare technical courses.

What does "preparation" in this sense include? It means that the base must decide upon the content of the course and make up an outline of each volume based on that content, write chapters in accordance with the course outline, furnish review questions, examination items, and answers. When these have been done, the course material is forwarded to the Extension Course Institute. Through all of these activities, the preparing base tries to make the correspondence course parallel as nearly as possible a similar resident course.

Course Credits. The preparing agency also is responsible for assigning course credits, usually in advance of actual preparation, and the credits given for each course in the catalog are based on these advance estimates. But since a course may be contracted or expanded during preparation, you may find that the course you receive doesn't carry the amount of credit shown in the catalog. In this case, the credits given in the volume prefaces apply. **Always regard the hours and credits given in the catalog as approximate.**

When a course is received at the Extension Course Institute, it goes to our Programing and Publishing Division. Although this division has a number of administrative functions, its principal assignment is to maintain the quality of our

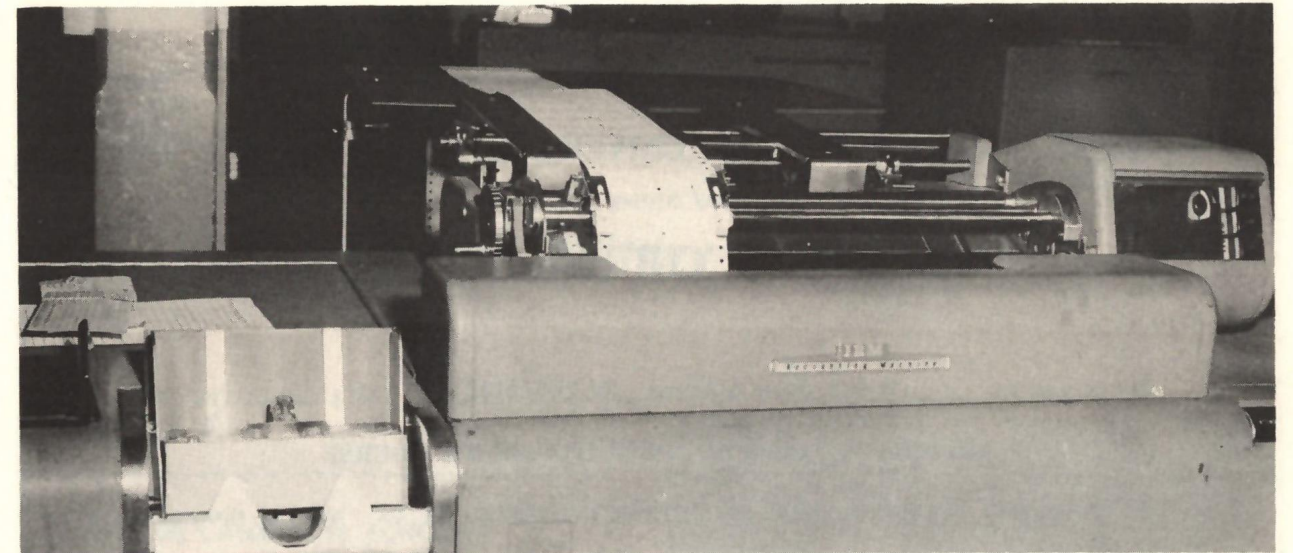


Figure 7. IBM Tabulator Preparing Mailing Labels from Punched Cards.

courses. Professional writers review incoming manuscripts to make sure that they come up to ECI standards of clarity and readability. If a manuscript fails to meet ECI standards, it is assigned to a writer for reworking. If his changes are significant, the manuscript is sent back to the preparing agency for subject-matter review; on its return it goes to an editor, who checks the manuscript for minor errors and marks it for the printer. (See fig. 10.)

When the volume comes back from the printer, it is set in type on long unbound sheets called *page proofs*. While these are being proofread,

another branch within the Programing and Publishing Division works on the examination. The Test Construction Branch evaluates the examination for coverage, fairness, sound construction, and accuracy. When possible, improvements are made. The educators who do this work recognize that an open-book examination does not measure student achievement as precisely as a closed-book exam would, though it still possesses considerable worth. But they do feel that our exams are in themselves valuable teaching devices. They believe that restudying a volume to get the correct answers does in itself make a student retain more of the volume's content, which is of course the final aim of correspondence study.

When you return a completed exam to us, it is graded by instructors in the Military Education Division. Seventy is a passing grade. If a student fails on the first attempt, he is given another try. A second failure prevents the student from getting credit for that particular volume but does not prevent him from finishing other volumes in the course. (But if a student fails too many examinations within a course, he isn't awarded a diploma.)

Besides grading papers, the instructors in a sense take the place of classroom teachers, establishing personal contact between the Institute and its students. When a student writes for an explanation of a point in the text or for justification of the answer to an exam question, an instructor prepares a reply. In this way, the work of the Military Education Division supplements the training given in the printed pamphlet. (We do not, how-



Figure 8. Affixing Mailing Labels to Envelopes.

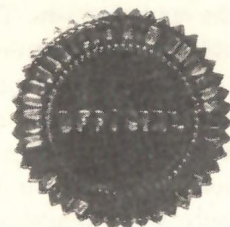


AIR UNIVERSITY
United States Air Force

EXTENSION COURSE INSTITUTE

BE IT KNOWN Sgt John A Brown AF 14575182 IS A GRADUATE OF
OFFICER CANDIDATE CORRESPONDENCE COURSE

IN TESTIMONY WHEREOF, AND BY AUTHORITY VESTED IN US, WE DO CONFER
UPON HIM THIS DIPLOMA. GIVEN AT GUNTER AIR FORCE BASE, ALABAMA,
THIS 15 DAY OF December 1955.



M. G. Langston
Commandant
Francis W. Thitchins
Air University Secretary

A. C. Strother
Commander, Air University
J. H. Wallace
Deputy Commander for Education

AIR FORCE-GUNTER AFB, ALA. (560042) 1500

Figure 9. Diploma Awarded to Students upon Completion of Courses.

ever, keep files of answer sheets; once they have been graded, they are destroyed.)

ADDITIONAL STUDY MATERIALS

Some of the courses contain bibliographies recommending other books to you as supplementary



Figure 10. Editors Correcting Page Proofs for Printer.

reading. Although reading these books is not required for completion of a course, reading them will broaden your knowledge of the specific subject.

If these books are not available to you, you may borrow them, not exceeding two at a time, from the Air University Library. Address your request to:

The Director, Air University Library
Attention of Bibliographic Assistant for ECI
Maxwell Air Force Base, Alabama.

COLLEGE CREDIT

Our courses have not been evaluated for college or university credit. It is the prerogative of the college or university to determine the credit given for correspondence work completed through the Institute. If you have completed a course and want it evaluated for college credit, you should write the civilian institution yourself.

General Military Education

Course 1

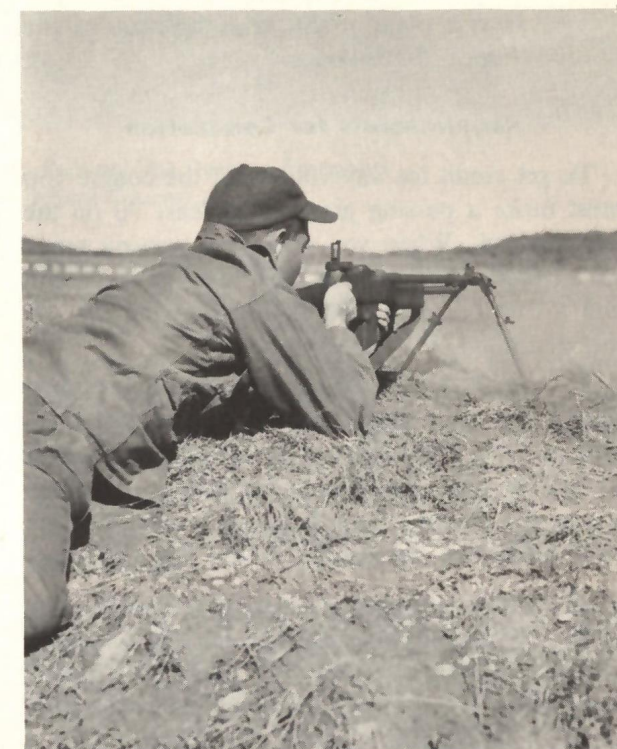
OFFICER CANDIDATE SCHOOL CORRESPONDENCE COURSE

THE Officer Candidate School Correspondence Course makes a general military education available to all airmen who wish to become leaders.

You, like other airmen, can develop your capacity for leadership by studying the same subjects as the officer candidates at Lackland Air Force Base. Thus the Officer Candidate School Correspondence Course, designed to give you a broad picture of the Air Force and military life in general, can be of great help to you in your Air Force career. While successful completion of the course does not entitle you to a commission in any component of the USAF, it does constitute a big step toward self-improvement and is an achievement that will be recognized and admired by both your superiors and associates.

As you study such subjects as customs and courtesies of the service, the world situation from geographical and political viewpoints, psychological warfare, strategic and tactical air warfare, and local ground defense, you will better understand world affairs and the military weapons and techniques that make the United States a leading power. On a more specialized level, you will learn the fundamentals of supply, mess management, drills and ceremonies, maps, charts, and aerial photographs, and many other vital areas of military knowledge.

The Officer Candidate Correspondence Course is written with you, the airman, in mind. It is prepared by a staff of Air Force writers who work very closely with the instructors at the USAF Officer Candidate School, and is constantly revised



Local Ground Defense (Officer Candidate School Course).

and improved so that you may be sure of having the same basic courses given to officer candidates.

When you have finished the course, the satisfaction of a job well done will be only a part of your reward. By completing it, you will prove to others that you have the qualities required for men in key positions in the Air Force, and your records will show permanent proof of your achievement.

Now, as never before, the Air Force needs high-caliber leaders—and good leaders are made, not born.

Since the Officer Candidate School Correspondence Course is currently being revised,

the numbers and titles of the individual volumes are not specified.

Eligibility

This course is open to:

a. Warrant officers, airmen, or enlisted men of any component of the United States Armed Forces (Regular, Reserve, or Air National Guard).

b. Airmen and officers of the Civil Air Patrol. Members of the CAP are not authorized Reserve credit for USAF extension courses.

c. Officers, Regular or Reserve, may enroll but will not receive point credit for completion of any of the volumes of this course.

Requirements for Completion

To get credit for any volume of the course you must make a passing grade of at least 70 on the examination. When you achieve a passing grade on a volume examination, the Institute will send you a Certificate of Completion showing the authorized number of Reserve credits.

To keep pace with the instruction at the resident school, the correspondence course is revised from time to time. Volumes are reviewed and brought up to date, and new subjects are added. As noted above, the course is now being so revised, but the total credit for the course should remain some-

where between 325 and 350 hours. Because of this revision and a renumbering of course volumes, you may not receive your course material in numerical sequence. You may, however, complete any volumes you have in your possession. When you have successfully completed this course, you will receive a diploma.

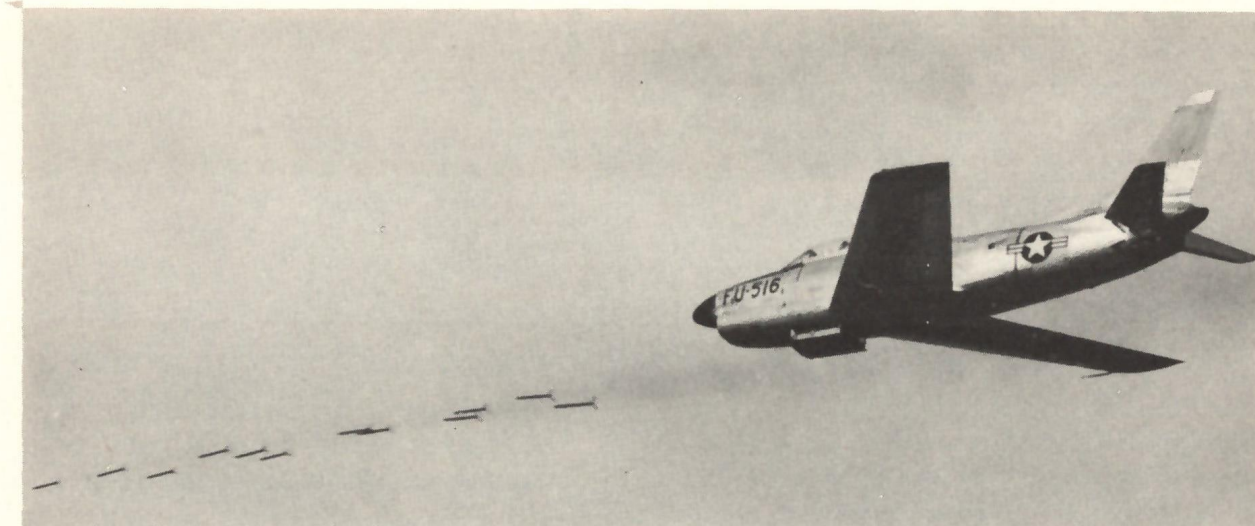
Course 2

SQUADRON OFFICER SCHOOL CORRESPONDENCE COURSE, AIR COMMAND AND STAFF COLLEGE

THE SECOND COURSE of this series, written by the Squadron Officer School of the Air Command and Staff College, prepares Air Force officers for the first step of advancement in their careers. It gives them the background they need to command a squadron and to perform the staff tasks usually assigned to lieutenants, captains, and majors.

By enrolling in the course, you will give yourself an opportunity to get a broad view of the duties and responsibilities of the commander and all key staff officers in the lower echelons of command.

Career development in a given specialty is necessary in this day of technological warfare, it is



F-89 All-Weather Interceptor Firing Rockets (Air Defense Pamphlet, Squadron Officer School Course).

true, but narrow specialization without some broad knowledge of the entire combat organization limits professional growth. As a commander, you can give real direction to the men in your organization only if you understand how each part of that organization is intended to function. As a staff officer, you can coordinate closely with the other members of the staff only if you know what duties each staff officer is expected to perform. Officers with a broad understanding of military affairs are the ones most likely to reach the higher command positions.

In order to give you a broad view of the combat organization, the correspondence course for the squadron officer covers the life cycle of a combat unit. Starting the cycle with the activation and manning of the unit, the course next takes up its training. After the unit is trained and combat-ready, it is moved to the combat area, where operations are studied. The unit on movement includes information on planning and details on movements by air, rail, water, and highway.

The entire course leads up to the unit on the employment of air power. This unit gives you an understanding of the functions of the combat commands of the Air Force. It includes exercises relating to long-range bombardment, air defense, and the operations of theater air forces. It covers technological developments, combat planning, reconnaissance, and intelligence.

This course for the squadron officer parallels as closely as possible the three-month resident course given by the Squadron Officer School. Nat-

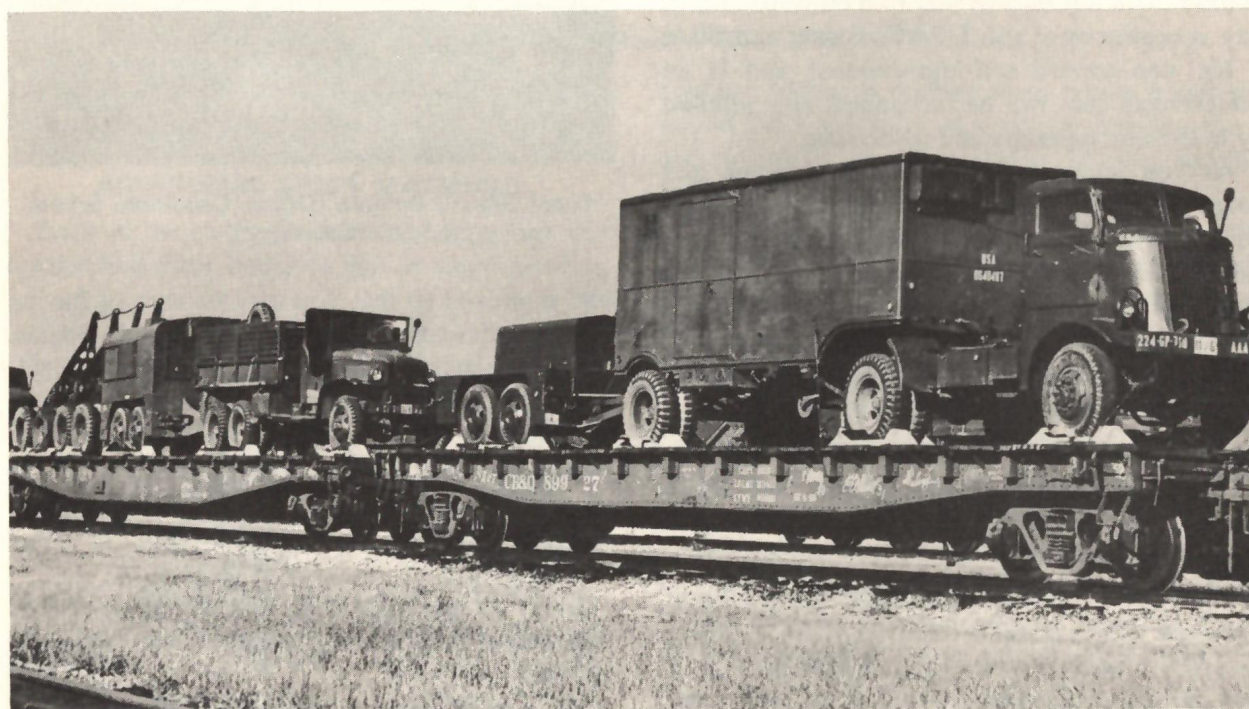
urally, however, the correspondence course cannot give you the advantage of actual practice in speaking and writing and the opportunity of participating in group conferences that the resident course can. But the correspondence course, like the resident course, covers more than purely military problems. It gives you an opportunity to broaden your entire professional outlook.

In summary, the Squadron Officer Course does the following:

1. Broadens your knowledge of world affairs, global geography, and national objectives in order to help you understand the position of the United States and the Air Force in the world today.
2. Gives you a better understanding of the mission, organization, and employment of the Air Force, and the impact of technological developments on air power.
3. Provides you with a foundation for understanding the principles and techniques of command and staff work.
4. Increases your understanding of sound human relations, management, and professional military subjects so that you are able to use your resources to advantage.
5. Increases your ability to reason logically, to solve problems systematically, and to communicate your decisions and recommendations.

Eligibility

Enrollment in the Squadron Officer School Correspondence Course is open to any officer in any



Movement (Squadron Officer School Course).

component of the Armed Forces of the United States and to senior members of the Civil Air Patrol who have a commission. If you are in the Civil Air Patrol, consult your current regulations for any further qualifications needed.

Requirements for Completion

To get credit for any pamphlet in the course, you must make a grade of at least 70 on the examination, and if there is a written requirement for that pamphlet, you must receive a grade of "satisfactory" on this written work. When you have satisfactorily completed a pamphlet, the Extension Course Institute sends you the Certificate of Completion showing the Reserve credits that you are authorized for that part of the course. Total credit for the course averages between 300 and 325 hours.

To get the most benefit from the course, you should complete all pamphlets within three years.

A volume may consist of one or more pamphlets. Naturally it is best that you take up each pamphlet in the order in which it appears in the series. Since the pamphlets must be revised to bring the information up to date and since some of the pamphlets may be temporarily out of print, it may not always be possible for you to follow the sequence. When you cannot secure a pamphlet, do not delay your work but take up the next one available. You will receive full credit for your work even though it is not always completed in the sequence indicated.

Curriculum

Volume	Title
1	The World Today Part A—Power and Policy Part B—USSR and World Communism Part C—Ideologies in Conflict
2	U. S. Organization for National Defense
3	Management Part A—Human Relations Parts B and C—Communications Techniques
4	The Commander and the Staff
5	Activation Part A—Organizational Considerations Part B—Communications-Electronics Part C—Materiel Considerations Part D—Legal Considerations Part E—Personnel and Administrative Considerations

- 6 Training
- 7 Movement
- 8 Combat Employment
 - Part A—Combat Organization and Planning
 - Part B—Intelligence
 - Part C—Air Defense
 - Part D—Bombardment
 - Part E—Theater Air Operations

Course 3

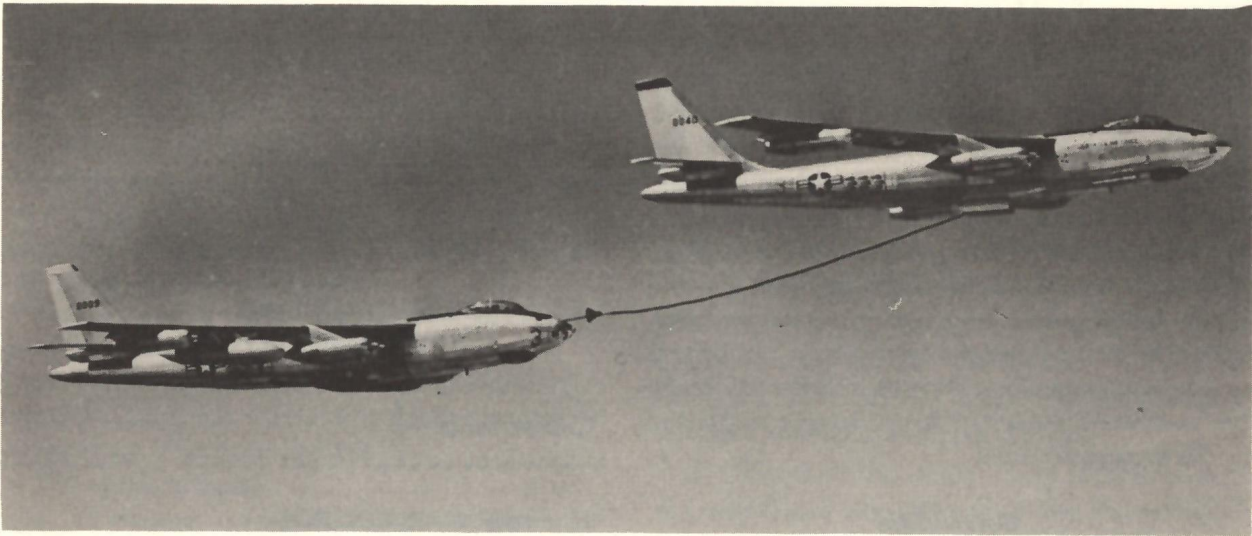
**COMMAND AND STAFF SCHOOL
CORRESPONDENCE COURSE, AIR
COMMAND AND STAFF COLLEGE**

PREPARED by the Command and Staff School of the Air Command and Staff College, this third course in the general military education series prepares Air Force officers for the second broad stage of advancement in their careers. It gives them the background they need for commanding groups and wings and for performing the staff duties usually assigned to majors, lieutenant colonels, and colonels.

If you have had extensive experience in the lower echelons of command, you are ready for the Command and Staff School Correspondence Course. By enrolling in the course, you can get a broad perspective of the duties and responsibilities of the commander and all key staff officers in the middle echelons of command, and you will prepare yourself for further advancement. This course will increase your ability to do command and staff work and will make it possible for you to contribute to the development of air doctrine, strategy, and tactics.

Following the plan of career development begun in the second course of this series, the Command and Staff Course stresses broad professional education to offset the natural tendency toward specialization in modern warfare. The commander and the staff officer at the higher echelons cannot confine their interests to any one field. They must understand how each part of their organization functions. In making a more probing analysis of command and staff work, however, this advanced course includes some specialized content. It presents in some detail the special fields represented by the major coordinating staff divisions and the members of the commander's staff.

The course first orients you to the place of the Air Force in national defense. Then it explains



Probe and Drogue Method of Transferring Fuel (General Operational Considerations, Command and Staff School Course).

Air Force organization and the responsibilities of command. Building on the introduction given in the Squadron Officer School Course, this course analyzes the coordinating staff functions usually found at the numbered air force level. The whole course leads to the study of command employment. In this more advanced course, emphasis is placed on planning combat operations rather than on executing them and on the larger Air Force missions rather than on the operation of the smaller combat units.

This correspondence course parallels as closely as possible the basic part of the present nine-month resident course offered by the Command and Staff School. The remainder of the resident course is devoted either to classified material or to research work on current Air Force problems. Classified material included in the longer resident course is constantly being screened so that it can be cleared and included in the correspondence course. All material in the correspondence course is revised to keep it as up to date as possible.

In summary, the Command and Staff Course is designed to help you appreciate the need for integrated staff action and to prepare you for assuming more responsible command and staff duties. It presents the basic principles of administration, logistics, and employment of air power, covering such subjects as the principles of war, organization, and management. The course should increase your ability to appraise tentative conclusions and develop sound solutions to problems facing the Air Force and your unit.

Eligibility

Enrollment in the Command and Staff School Correspondence Course is open to the following:

1. Officers in any component of the Armed Forces of the United States in the grade of major or higher who have had at least ten years of total Federal commissioned service.
2. Officers in any component of the Armed Forces in the grade of captain or higher who have had at least eight years of total Federal commissioned service and who have completed the Squadron Officer School Course, either in residence or by correspondence.
3. Senior members of the Civil Air Patrol having a commission in the Civil Air Patrol and meeting the additional requirements given in their current regulations.

If you are a commissioned officer and are not eligible to enroll in this course, you can still enroll in Course 2, the Squadron Officer School Course. It will give you a better military background and prepare you to take the Command and Staff Course later in your career.

Requirements for Completion

To get credit for any pamphlet in this course, you must make a grade of at least 70 on the examination. When you pass the examination, the Extension Course Institute will send you a Certificate of Completion showing the number of Reserve credits you are authorized for completing that part of the work. To get maximum benefit from the

course, you should complete all pamphlets satisfactorily within five years. Total credit for the course will average between 525 and 575 hours.

A volume may contain one or more pamphlets. Usually you will receive the pamphlets in the order listed. Occasionally, however, one or more pamphlets in the series may be missing because they are being revised or are temporarily out of print. Do not interrupt your work on this account, but go on with the next pamphlet you have on hand. When the missing pamphlet is ready, it will be sent to you automatically. You will receive full credit for your work even if it is not always completed in the prescribed order.

Curriculum

Volume	Title
1	Part A—U. S. Military Organization Part B—Unit Organization
2	Functions and Responsibilities of Command
3	Communications Techniques Part A—Communications Techniques Part B—Expanded Staff Study Report
4	Personnel
5	Operations Staff Division Part A—Functions of Operations Staff Division Part B—Training for Operational Readiness Part C—Service Agencies Part D—Air Weapons Part E—Weather Part F—General Operational Considerations
6	Communications-Electronics
7	Intelligence Staff Division Part A—Intelligence, a Staff Function Part B—Sources and Collection of Intelligence Information Part C—Production and Dissemination of Intelligence Part D—Special Uses of Intelligence Part E—International Communism Part F—Background Information on the Soviet Union
8	The Comptroller Staff Division
9	Logistics Staff Division Part A—Logistics Organization Part B—Transportation: Systems and Operations in Zone of Interior Part C—Transportation in Theaters of Operation Part D—Installations Engineering: Air Base Development and Maintenance Part E—Maintenance Part F—Supply Part G—Research and Development Part H—Aircraft Development

- 10 Special Staff Division
Part A—Special Staff Agencies
Part B—Medical Service
- 11 Command Process of Planning
- 12 Command Employment
Part A—Nature of War
Part B—Employment of Land Forces
Part C—Employment of Sea Forces
Part D—Employment of Air Forces Under the Joint Chiefs of Staff
Part E—Air Defense
Part F—Theater Air Operations

Course 4

AIR WAR COLLEGE
CORRESPONDENCE COURSE
AIR WAR COLLEGE

THE RESIDENT COURSE of the Air War College meets the requirement for educating selected Air Force officers for high command and staff duties. It functions as the doctrinal center of the Air Force in the fields of strategy and employment of air power.

The correspondence course provides education similar to that presented to resident students. Prepared by the Air War College, the course is intended for senior officers of the Regular Air Force, the Air Force Reserve, and the Air National Guard.

As a senior officer, you read books dealing with both general and military subjects. You do research from prescribed reference lists. And finally you express your conclusions through written problem solutions and a research paper.

When your application has been received and approved by the Institute, one volume of the course will be mailed to you. Included with this volume you will find additional study materials and outside reading assignments. When you have finished all assignments, have returned your written problem solutions to the Institute, and have received a grade of "satisfactory," the next volume will be mailed to you. Problem solutions for this course are evaluated by the Air War College. Since these examination problems do not lend themselves to a numerical sequence of grading, they will be evaluated as "satisfactory" or "unsatisfactory." One copy of each solution will be returned to you, and the other will be kept on file at the Air War College.

Objectives and Scope

- The objectives of the Air War College Correspondence Course are:
- a. To expand your understanding of the nature of conflict, of the essential elements of strategy, of the capabilities and limitations of weapons systems, of sound command and employment doctrine, of joint war planning, and of Air Force planning and programing.
 - b. To develop your appreciation of current problems facing the U.S. Air Force.
 - c. To develop your ability to find sound solutions to significant Air Force problems and to project them effectively in writing.
- The scope includes:
- a. Familiarization with the nature of international conflict and the role of the military in such conflicts.
 - b. An analysis of the relationship between national objectives, national policies, national strategy, and military strategy through a study of the events which determined World War II strategies.
 - c. The determination and evaluation of doctrine of command and employment of military forces as evolved during World War II, and the analysis of this doctrine and the lessons learned in the Korean conflict.
 - d. Study of the background for, and the status of, the current world conflict, the strategies being employed, and the military tasks which may be involved in the event of global war.
 - e. Study of the problems of air defense, strategic air warfare, and land, sea, and air operations with emphasis on operations in Western Europe based on the comparative military capabilities and vulnerabilities of the U.S. and her allies and the U.S.S.R. and her satellites.
 - f. The formulation of joint outline war plans and the feasibility of testing such plans.
 - g. The formulation of Air Force war plans and their translation into Air Force programs.
 - h. The writing of a research paper on a significant air power problem.

Eligibility

- Enrollment is open to:
- a. Officers of any component of the United

- States Armed Forces in the grade of colonel or higher.
- b. Officers of any component of the United States Air Force in the grade of lieutenant colonel who have completed 13 years of commissioned service.
- c. Officers of any component of the United States Air Force in the grade of lieutenant colonel who have completed the Command and Staff School Course of the Air Command and Staff College (either regular or associate) or the Command and Staff School Correspondence Course of the Air Command and Staff College.
- d. Officers of the Army, Navy, Marine Corps, or Coast Guard who meet any of the above eligibility requirements.

Requirements for Completion

This course consists of five volumes which must be completed within five years. You are expected to complete a minimum of 150 hours' work each year to be eligible for a diploma. Because the subjects are arranged in successive steps, you must finish them in their designated sequence.

When you complete each subject, you will be awarded a Certificate of Completion showing the authorized points for Reserve credit. If you successfully complete all volumes within five years, you will receive a course diploma. It is your responsibility to schedule your time so that you can complete all volumes in the allotted five years. When you have completed this course, you are authorized to have this attainment entered on your qualification record.

Curriculum

Volume	Title
1	The Nature of Conflict
2	Command and Employment of Military Forces (in five parts)
3	The Current World Conflict
4	War Planning, Programing, and Related Air Force Problems (in three parts)
5	Research Paper

Specialized Courses by Career Areas

THIS PART of the catalog lists correspondence courses that instruct in skills or Air Force specialties. Eventually these courses will cover almost all Air Force career fields. Moreover, it has been recommended that a student who has completed the correspondence course and a period of on-the-job training be made eligible for the appropriate AFSC. Already authorized for one course (4301), this practice may be extended to other courses. But whether it is so extended or not, you can be sure that all courses will help both you and the Air Force.

The courses described in the following pages are available now. As already noted, an up-to-date list of courses available appears in *The ECI Letter*, mailed to all students and to all base education officers and Reserve units.

You will notice that we have listed the individual volume titles for most of these courses. If we haven't, the course volumes are already in print without titles or the course contains only one volume. (Remember, though, that we cannot permit our students to register for single volumes of multiple-volume courses.)

Most of the courses listed in this part of the catalog are based on the curriculum of resident schools and contain several volumes. When you satisfactorily complete a course, you receive a diploma. Furthermore, as you complete each volume within a course with a grade of 70 or higher, you receive a Certificate of Completion giving the amount of authorized Reserve credit. The same is true of single-volume courses.

How To Enroll

Fill out the application form in the back of this catalog and submit it according to the instructions in the Introduction. When your application has been approved by the Institute, two or three volumes of the course will be sent you. If you are

applying for a course requiring special qualifications, be sure to include on your application sufficient information to establish your eligibility for the course.

Eligibility

Enrollment in special courses is open to:

- a. Officers, warrant officers, airmen, or enlisted men of any component of the United States Armed Forces who meet the special qualifications, if any, of the course desired. Special qualifications are listed under the individual course descriptions.
- b. Members of the Civil Air Patrol meeting the specific requirements and recommendations of their organizations. (Consult current CAP regulations before applying.)
- c. Civilian employees of the Air Force whose specific job assignment would be improved by correspondence course training. Each application for a course of this type must be approved by the military supervisor of your unit.

PHOTOGRAPHY AND CARTOGRAPHY (23 AREA)

Course 2300 225 hours (75 points) approximately

STILL PHOTOGRAPHIC OFFICER

This course prepares you for the duties of a photographic officer. As a photographic officer, you supervise a unit processing both aerial and ground photographs. In this course you learn how to organize and supervise the work of one of these units.

On the technical side, this course introduces you to photographic fundamentals and to methods of compiling mapping and charting photographs. You study light and lenses, cameras, film, and filters. You become familiar with composition and ex-

posure, photographic chemistry, film processing techniques, and contact and projection printing. In the second volume you progress from fundamentals to practice. This volume discusses picture-making and laboratory methods. The third volume acquaints you with the principles and practices of aerial photography, including reconnaissance photography, equipment, and mission planning. Volume 4 instructs you in mapping and charting and tells you how to organize and manage a laboratory. Completing this course will help you qualify for AFSC 2331.

Special Qualifications
None
Curriculum

Volume	Title
1	Fundamental Principles
2	Picturemaking and Laboratory Techniques
3	Aerial Photography—Principles and Practices
4	Laboratory Organization and Management

☆

Course 2311 45 hours (15 points) approximately

AERIAL PHOTOGRAPHER

A thorough introduction to aerial photography, this one-volume course first discusses the types of aerial photography. Then it explains the basic techniques of aerial photography and map reading. Military applications of photo reconnaissance, photo mapping, and photo charting are next discussed. Other information relates to photographic equipment, such as cameras, film magazines, and maintenance; reconnaissance aircraft; laboratory procedures for aerial photography; and planning photo missions.

Completing this volume will help you qualify for AFSC 23130.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. Completion of Course 2320, Photographic Fundamentals.
- 2. Possession of AFSC 23010 or better.
- 3. Knowledge of photography equivalent to that covered in 1 or 2.

Course 2320 45 hours (15 points) approximately

PHOTOGRAPHIC FUNDAMENTALS

This course gives you the basic information needed to work as an apprentice in a photographic laboratory. It covers the mathematics most frequently used in photography, explains the photographic career field (23), and describes the light-sensitive materials (the photographic films and papers) used for official Air Force photography. You learn how an image is formed by the lens, what photographic chemicals are used to bring out and make permanent the latent image in a film emulsion, and how the tones of a negative image are reversed, either by contact or projection printing, to obtain an attractive positive print or enlargement. In addition, you learn the procedures used in a photographic finishing room and study the Air Force technical publication system.

Special Qualifications
None

☆

Course 2321 90 hours (30 points) approximately

PHOTOGRAPHIC AND LABORATORY TECHNICIAN

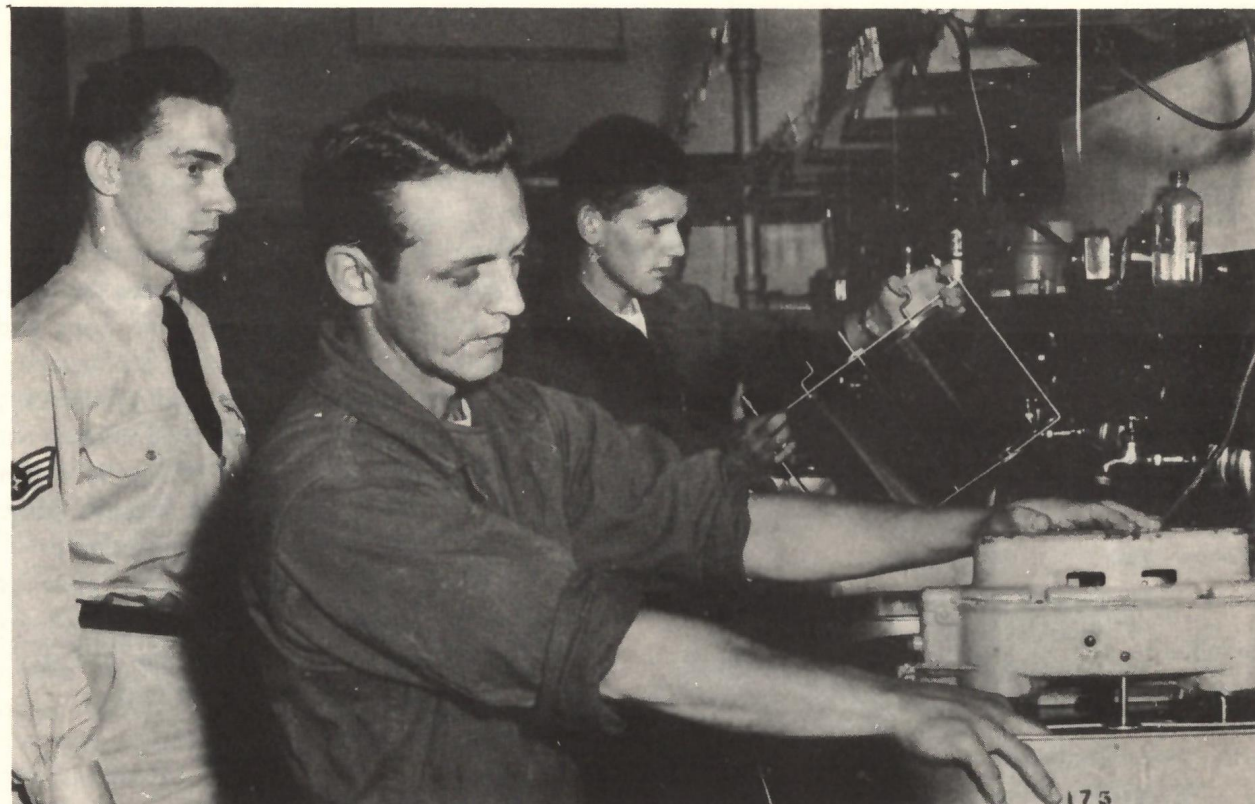
This two-volume course gives you the background information necessary to work effectively in photography. It tells you how to operate ground cameras and other accessories and how to expose and process black and white and color film. You will also learn how to process and print aerial roll film, how to plot aerial photographs, and how to use airborne photographic kits.

Completing this course will help you qualify for AFSC 23230.

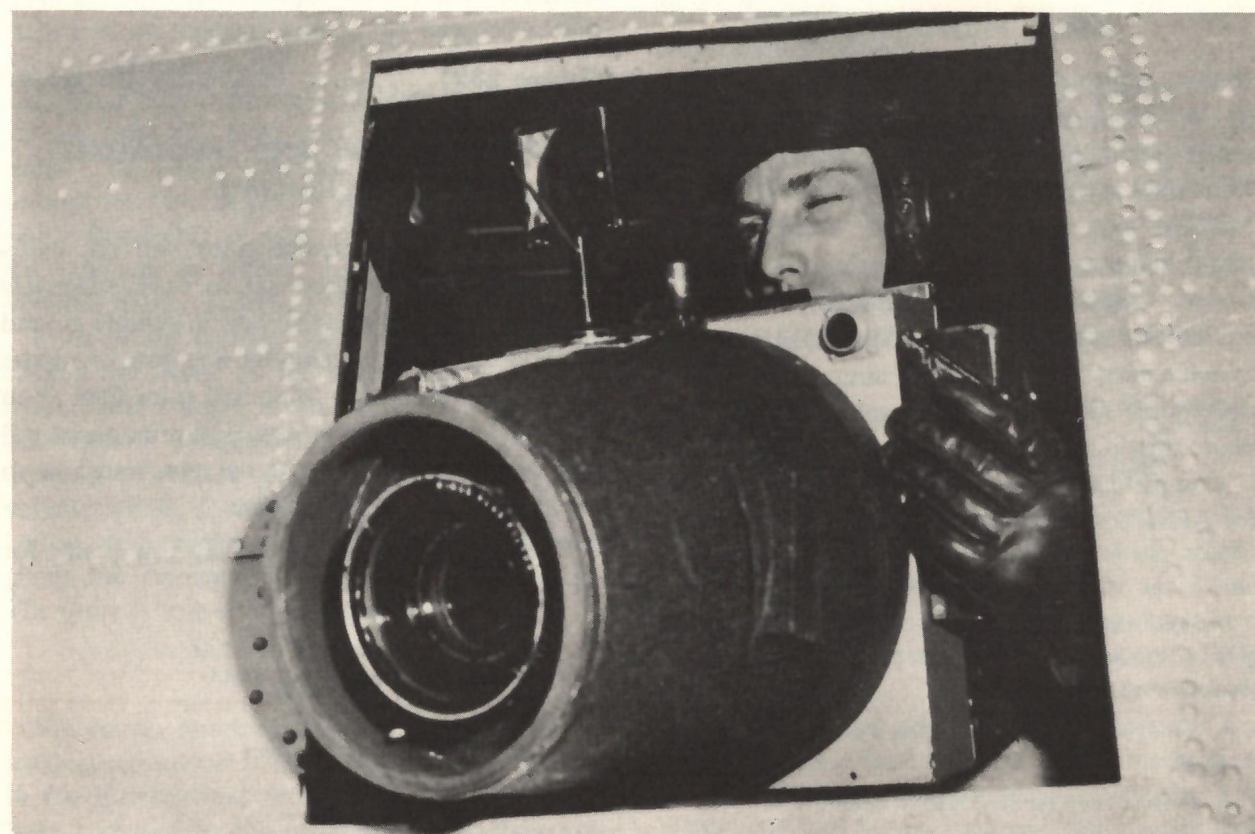
Special Qualifications
None

Curriculum

Volume	Title
1	Fundamental Principles
2	Picturemaking and Laboratory Techniques



Processing Aerial Roll Film (Aerial Photographer).



Taking Oblique Photographs (Aerial Photographer).

WEATHER (25 AREA)

Course 2500 450 hours (150 points)
approximately

AIR WEATHER OFFICER

If you have already been trained in weather techniques, this course affords you a fine opportunity to refresh your knowledge. If you have a scientific background, you can get sound training in weather techniques from the 10 volumes in the course.

Although basic subjects are covered—for example, mathematics—the emphasis is on the new developments resulting from research and experience since 1945. The sciences of descriptive

and forecasting weather under special conditions. You can learn current weather techniques applied to arctic and tropical areas and to areas on which information is sparse. In short, this course tries to bring you up to date on new techniques and refresh your knowledge of old ones.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Education at college level with six hours of calculus (through integral calculus), eight hours of physics, and the equivalent of the weather officer indoctrination course (a resident course for weather forecasters).
2. Satisfactory performance on extended active duty in commissioned or warrant officer grade in AFSC 2524.



COMMUNICATIONS OPERATIONS (29 AREA)

Course 2930 60 hours (20 points)
approximately

BASIC RADIO OPERATOR

This course will give you electronic information that will help prepare you for duties as an apprentice radio operator. You will study both electrical and radio fundamentals. Some of the specific topics covered are direct- and alternating-current circuits, vacuum tubes, transmitters, receivers, and antennas.

Completion of this two-volume course will help you fulfill the requirements for an AFSC in this field.

Special Qualifications

None

Curriculum

Volume Title

- | | |
|---|-------------------------|
| 1 | Electrical Fundamentals |
| 2 | Radio Fundamentals |



COMMUNICATIONS-ELECTRONICS (30 AREA)

Course 3000 300 hours (100 points)
approximately

ELECTRONICS FUNDAMENTALS, OFFICER

This fourteen-volume course covers the basic physics, mathematics, electricity, and magnetism



Transmission of Weather Report.

meteorology, synoptic climatology, and observation have all advanced, and the duties of Air Force forecasters have changed. As a result, the course includes current material on high-altitude forecasting, precipitation, and condensation. You will also find detailed descriptions of new electronic equipment, like the self-tracking rawin equipment, along with a discussion of the effects of weather on radar wave propagation. Fall-out of radioactive particles and other special topics receive attention.

We also teach the latest methods of analyzing

that you will need in order to understand the operation of electronic circuits. In addition to these basic subjects, you will study the fundamental electron-tube circuits common to all electronic devices. Further, the course includes pulse and waveshaping circuits, waveguides, and special high-frequency generators peculiar to radar work. This course is designed to give you the basic knowledge and concepts for studying the various radar and electronic navigation equipments used by the Air Force.

Special Qualifications
None

Curriculum

Volume	Title
1	Elementary Principles of Radar
2	Direct-Current Circuits
3	Magnetism
4	Introduction to Alternating Current
5	Analysis of Alternating-Current Circuits
6	Electron Tubes
7	Power Supplies
8	Transients and Nonsinusoidal Waves
9	Nonsinusoidal Generators
10	Principles of Amplification
11	Amplifiers and Oscillators
12	Receivers
13	Transmission and Radiation
14	Microwave Propagation

☆

Course 3001 210 hours (70 points)
approximately

AIR ELECTRONICS OFFICER

This course moves from fundamentals to actual equipment. Here you see fundamental principles applied to many types of airborne equipment. You will study basic communications sets and electronic navigation equipments currently used by the Air Force. The study includes both operation and circuit analysis of the equipments. Also included is a volume on organization and management of a maintenance activity.

Completing this course will help you qualify for AFSC 3051.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have successfully completed Course 3000 or have had equivalent training or experience.

Curriculum

Volume	Title
1	Altimeters and Loran

- 2 Identification Equipment
- 3 Airborne Communications Equipment
- 4 UHF Command Equipment
- 5 Radio Navigation Equipment
- 6 Search Equipment
- 7 Organization and Management
- 8 ECM and Shoran

☆

Course 3002 84 hours (28 points)
approximately

GROUND ELECTRONICS OFFICER

This course introduces you to ground electronics equipment by describing two typical lightweight ground sets, a search radar and a heightfinder. In this course you will see how electronics fundamentals are applied to actual ground radar equipment. You will study both the operation and circuit analysis of the two sets as well as the general principles of radar. A volume on organization and management discusses the supply and personnel problems you will encounter in a maintenance activity.

Completing this course will help you qualify for AFSC 3041.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have successfully completed Course 3000 or have had equivalent training or experience.

Curriculum

Volume	Title
1	The AN/TPS-1D
2	The AN/TPS-10D
3	Organization and Management

☆

Course 3007 198 hours (66 points)
approximately

COMMUNICATIONS FUNDAMENTALS,
OFFICER

This course is designed to prepare you for advanced study in a communications specialty. It gives you the extensive technical background information needed by men working in communications. This course discusses the components commonly found in communications equipment, such as transformers, electron tubes, switches, and

relays. The operating principles of transmitters and receivers are analyzed. With a thorough understanding of these fundamentals, you will be better qualified to study specific equipment and the installing of such equipment (topics covered in advanced Course 3008).

The knowledge gained from the successful completion of this course will prepare you for advancement in the communications field.

Although the title of this course designates it as an officer course, airmen who meet the prerequisites can enroll.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. Graduation from an accredited high school or GED equivalent, including one year of algebra.
- 2. Six months of training or experience in any of the AFSC's in the communications-electronics officer occupational field.
- 3. One year of training or experience in any of the AFSC's in the radio-radar systems career field for airmen.
- 4. Possession of a 1st or 2d class telephone commercial license, 1st or 2d class telegraph commercial license, or a class A or class B amateur license.

Curriculum

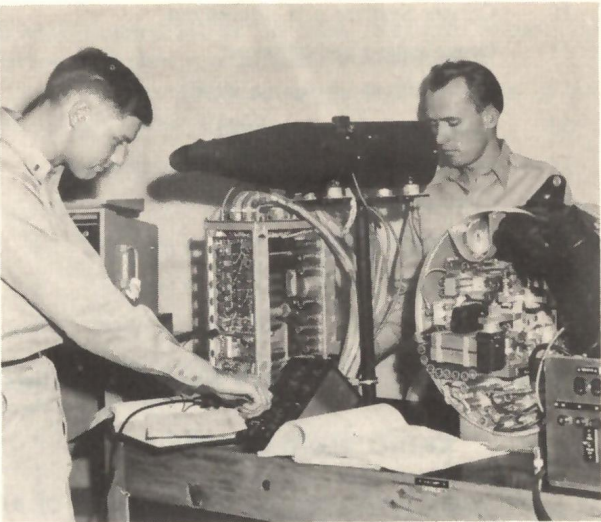
Volume	Title
1	Communications Mathematics
2	Electrical Fundamentals
3	Electron Tubes
4	Amplifiers
5	Antennas
6	Transmitters
7	Receivers
8	Frequency Modulation

☆

Course 3008 252 hours (84 points)
approximately

COMMUNICATIONS OFFICER

This course prepares you to organize and manage a communications section of the type found on most USAF bases. You are challenged to solve problems of the nature encountered in siting, installing, and maintaining communications equipment. You study all of the typical factors that must be considered in planning a site, whether it is for radio, teletypewriter, facsimile, or a simple field telephone. You study the management of supplies, administrative procedures, and personnel prob-



Adjusting T-5/ERC and BC-640 Transmitters
(Communications Officer).

lems. In the final part of the course you are asked to solve problems requiring the application of information taken from earlier volumes.

The knowledge gained in the successful completion of this course will make you a greater asset to the Air Force. You will be able to accomplish your everyday duties with greater ease, and you should progress more rapidly in your career field.

Although the course has the word "officer" in its title, airmen who meet the prerequisites can enroll.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. Satisfactory completion of Course 3007.
- 2. Six months of training or experience in any of the AFSC's in the communications-electronics officer occupational field.
- 3. One year of experience in the airman's radio-radar systems career field at a 5-skill level.
- 4. Possession of a 7-skill level in the airman's radio-radar systems career field.

Curriculum

Volume	Title
1	Ground Radio 1—Mobile and Fixed
2	Ground Radio 2—Mobile and Fixed
3	Navigational Equipment
4	Telephone 1—Outside Plant
5	Telephone 2—Outside Plant
6	Telephone 3—Inside Plant
7	Telephone 4—Inside Plant
8	Teletypewriter Systems 1
9	Teletypewriter Systems 2

- 10 Carrier Systems and Equipment
- 11 Organization and Missions
- 12 Management 1—Administrative
- 13 Management 2—Personnel
- 14 Management 3—Supply and Maintenance
- 15 Communications Planning 1
- 16 Communications Planning 2

☆

Course 3011 219 hours (73 points) approximately

RADIO FUNDAMENTALS

This course prepares you for the duties of an apprentice radio mechanic. If you are an apprentice, have never attended a resident school, or have been out of school for some time, you will want to complete this course in preparation for more advanced study.

Course 3011 gives the fundamental theories of both electricity and radio. The basic electrical topics are divided into direct current and alternating current. Essentials of radio theory include discussions on the use and characteristics of electron tubes, and on transmitter circuits, receiver principles, antenna designs, and circuit analysis.

Successful completion of this eight-volume course will give you the needed background to progress in the radio-radar systems' career field.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Formal high school, GED, or USAFI credits in general mathematics or elementary algebra.
2. Possession of a 1st or 2d class telephone commercial license, 1st or 2d class telegraph commercial license, or a class A or class B amateur license.

Curriculum

Volume	Title
1	Direct Current (in two parts)
2	Alternating Current (in two parts)
3	Electron Tubes and Associated Circuits (in three parts)
4	Oscilloscopes
5	Transmitters
6	Receivers
7	Antennas
8	Circuit Analysis

Course 3012 123 hours (41 points) approximately

AIRCRAFT RADIO REPAIRMAN

This course prepares you to advance up the aircraft electrical maintenance ladder of the airman's radio-radar systems career field. You are familiarized with both the theory and techniques needed to work on airborne electronic communications equipment. Course 3012 presents specific information on the operation, maintenance, and inspection of various types of communications equipment used in aircraft.

Successful completion of this eight-volume course will provide you with a background on aircraft radio maintenance which will help you in the performance of your everyday duties. It will definitely assist you in your progression up the related career field ladder.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:



Erecting AN/CRD-2 Antennas (Aircraft Radio Repairman).

1. Successful completion of Course 3011, Radio Fundamentals.
2. Successful completion of a military or civilian course in radio theory, either in residence or by correspondence.
3. Possession of a 1st or 2d class telephone commercial license, 1st or 2d class telegraph commercial license, or a class A or class B amateur license.
4. A current AFSC at the 5- or 7-skill level in the 30 Airman Career Field.

Curriculum

Volume	Title
1	Aircraft Liaison Radio Communications Equipment
2	Aircraft Command Radio Communications Equipment 1
3	Aircraft Command Radio Communications Equipment 2
4	Aircraft Command Radio Communications Equipment 3
5	Airborne Radio Aids to Navigation 1
6	Airborne Radio Aids to Navigation 2
7	Aircraft Communications Systems Maintenance 1
8	Aircraft Communications Systems Maintenance 2

☆

Course 3014 144 hours (48 points) approximately

GROUND RADIO REPAIRMAN

All airmen who desire to specialize as a ground radio repairman will find a wealth of valuable information in Course 3014. This eight-volume course discusses the operation and maintenance of air-traffic-control and radio-relay equipment, direction-finding equipment, point-to-point communications, terminal equipment, and diversity systems. In addition to the discussions on equipment, Course 3014, Ground Radio Repairman, tells you how to use Air Force technical publications and describes the authorized procedures for maintenance of ground communications equipment.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Successful completion of Course 3011, Radio Fundamentals.
2. Successful completion of a military or civilian course in radio theory, either in residence or by correspondence.
3. Possession of a 1st or 2d class telephone com-

mercial license, 1st or 2d class telegraph commercial license, or a class A or class B amateur license.

4. A current AFSC at the 5- or 7-skill level in the 30 Airman Career Field.

Curriculum

Volume	Title
1	Aircraft Control and Radio Relay 1
2	Aircraft Control and Radio Relay 2
3	Navigational Aids
4	Point-to-Point Communications 1
5	Point-to-Point Communications 2
6	Point-to-Point Communications 3
7	Ground Communications System Maintenance 1
8	Ground Communications System Maintenance 2

☆

Course 3021 300 hours (100 points) approximately

AIRMAN ELECTRONICS FUNDAMENTALS

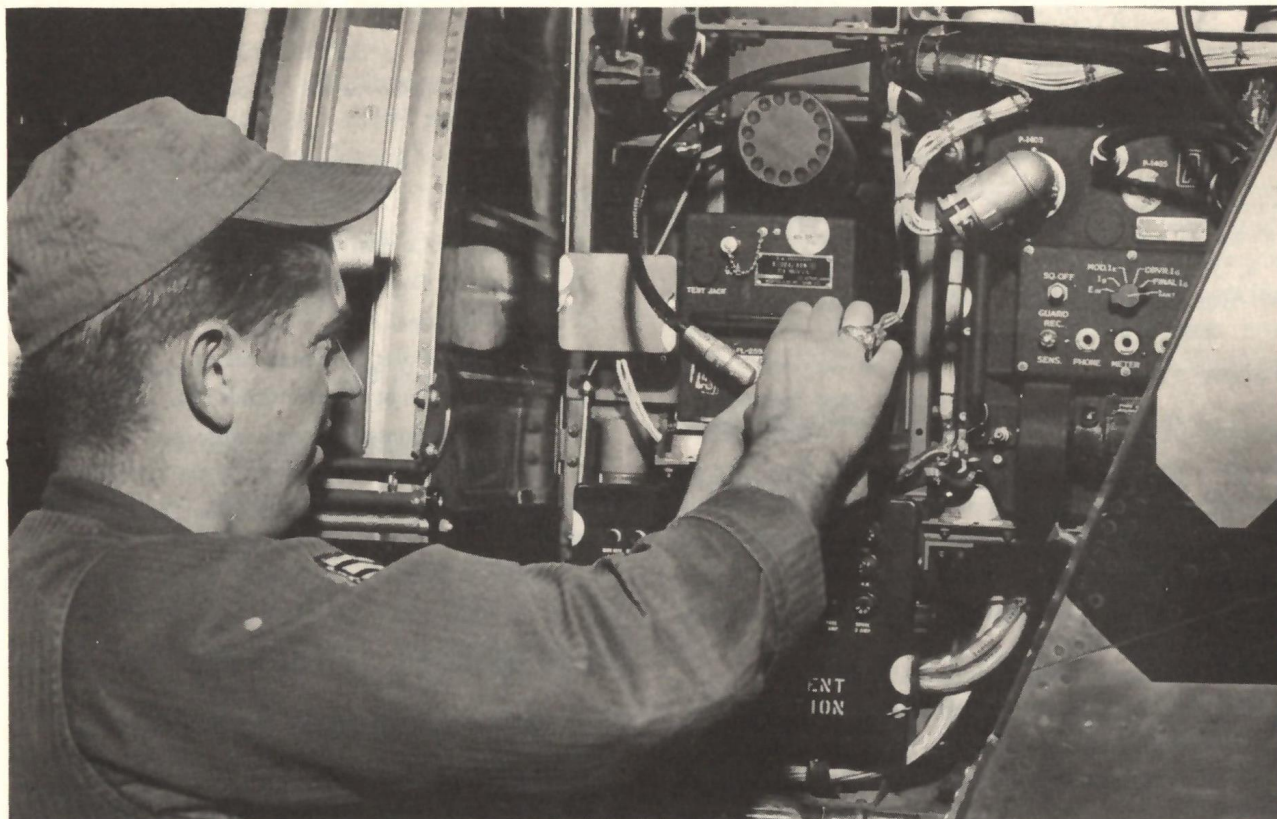
This course gives you the basic information needed to prepare yourself for work as an apprentice radar repairman. Among the subjects covered in the course are basic mathematics through trigonometry, electricity and magnetism, alternating current, elements of electronics, electronic circuit analysis, generation and propagation of microwave energy, and synchro systems.

Completion of this course will help you fulfill the requirements for an AFSC in the 30 career field.

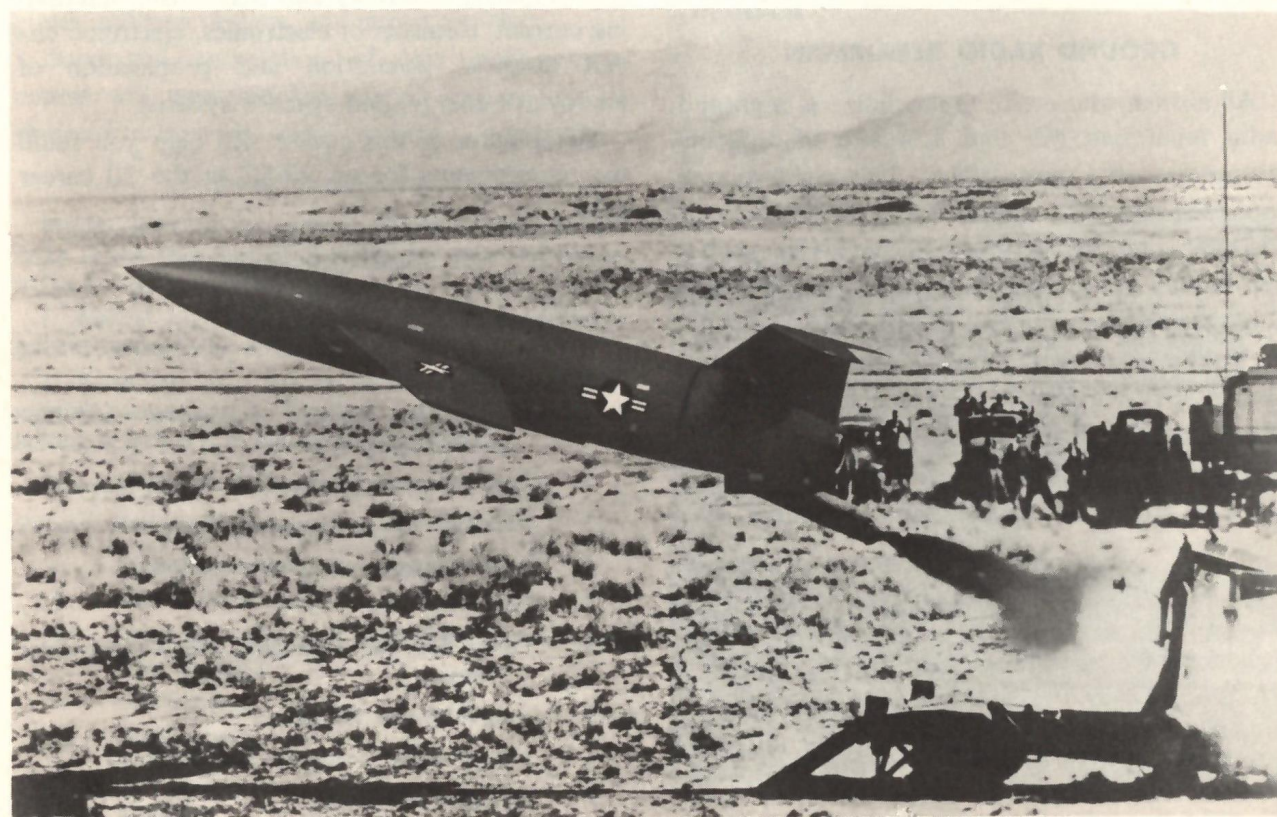
Special Qualifications None

Curriculum

Volume	Title
1	Introduction, Review of Algebra, and Elements of Electricity
2	Direct-Current Circuit Analysis and Magnetism
3	Fundamentals of Alternating Current
4	Alternating-Current Circuit Analysis
5	Electron Tubes
6	Power Supplies, Transients, and Nonsinusoidal Waves
7	Amplifiers and Oscillators
8	Nonsinusoidal Generators and Indicators
9	Receivers and Servos
10	Transmission, Radiation, and Microwave Propagation



Replacing Power Plug on AN/ARN-12 Marker Beacon Receiver in a T-33 Jet Trainer (Aircraft Radio Repairman).



Launching of Guided Missile (Fundamental Principles of Guided Missiles).

Course 3022 165 hours (55 points)
approximately

AIRBORNE ELECTRONIC NAVIGATION EQUIPMENT REPAIRMAN

As the title indicates, this course provides you with the knowledge and concepts you will need to repair airborne electronic equipment. You study the operation of the various sets as well as the application of fundamental electronic principles to radar circuits. You learn about altimeters, instrument-landing devices, and electronic navigation methods and related subjects.

Completion of this course will help you fulfill the requirements for all shred-outs of AFSC 30131.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have successfully completed the Airman Electronics Fundamentals Course 3021 or have had equivalent training and experience.

Curriculum

Volume	Title
1	Altimeters
2	Loran and Beacon
3	Search
4	VAR, VOR, ILAS
5	Direction Finding
6	Shoran



Course 3023 135 hours (45 points)
approximately

AIRCRAFT CONTROL AND WARNING RADAR EQUIPMENT REPAIRMAN

This course will give you the information needed to prepare yourself for work on aircraft-control-and-warning radar equipment. The course covers basic ground search sets and the heightfinder along with associated identification equipment. In addition, it discusses the basic principles of moving target indicator equipment. It discusses the operation and circuit analysis of the basic sets and the application of electronics fundamentals to radar circuits. Troubleshooting and maintenance procedures are also discussed.

Completion of this course will help you fulfill the requirements for AFSC 30332.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have success-

fully completed the Airman Electronics Fundamentals Course 3021 or have had equivalent training and experience.

Curriculum

Volume	Title
1	The AN/TPS-1B
2	The AN/CPS-5
3	The AN/CPS-1
4	The AN/CPS-4
5	The AN/CPX-1 and Principles of MTI



Course 3025 120 hours (40 points)
approximately

AUTOMATIC TRACKING EQUIPMENT REPAIRMAN

From this course you can acquire knowledge needed to operate and repair ground automatic tracking equipment: the SCR-584 and ground shoran sets. The course covers the principles of electronic automatic tracking and ranging as well as the drift-rate method of pinpoint electronic navigation. The operation and circuit analysis of the equipment and the application of electronics fundamentals to radar circuits are also presented.

Completion of this course will help you fulfill the requirements for AFSC 30333.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have successfully completed the Airman Electronics Fundamentals Course 3021 or have had equivalent training and experience.

Curriculum

Volume	Title
1	SCR-584 Pulse Generation and Transmission
2	SCR-584 Echo Reception and Recognition
3	SCR-584 Echo Interpretation and Use
4	Ground Shoran

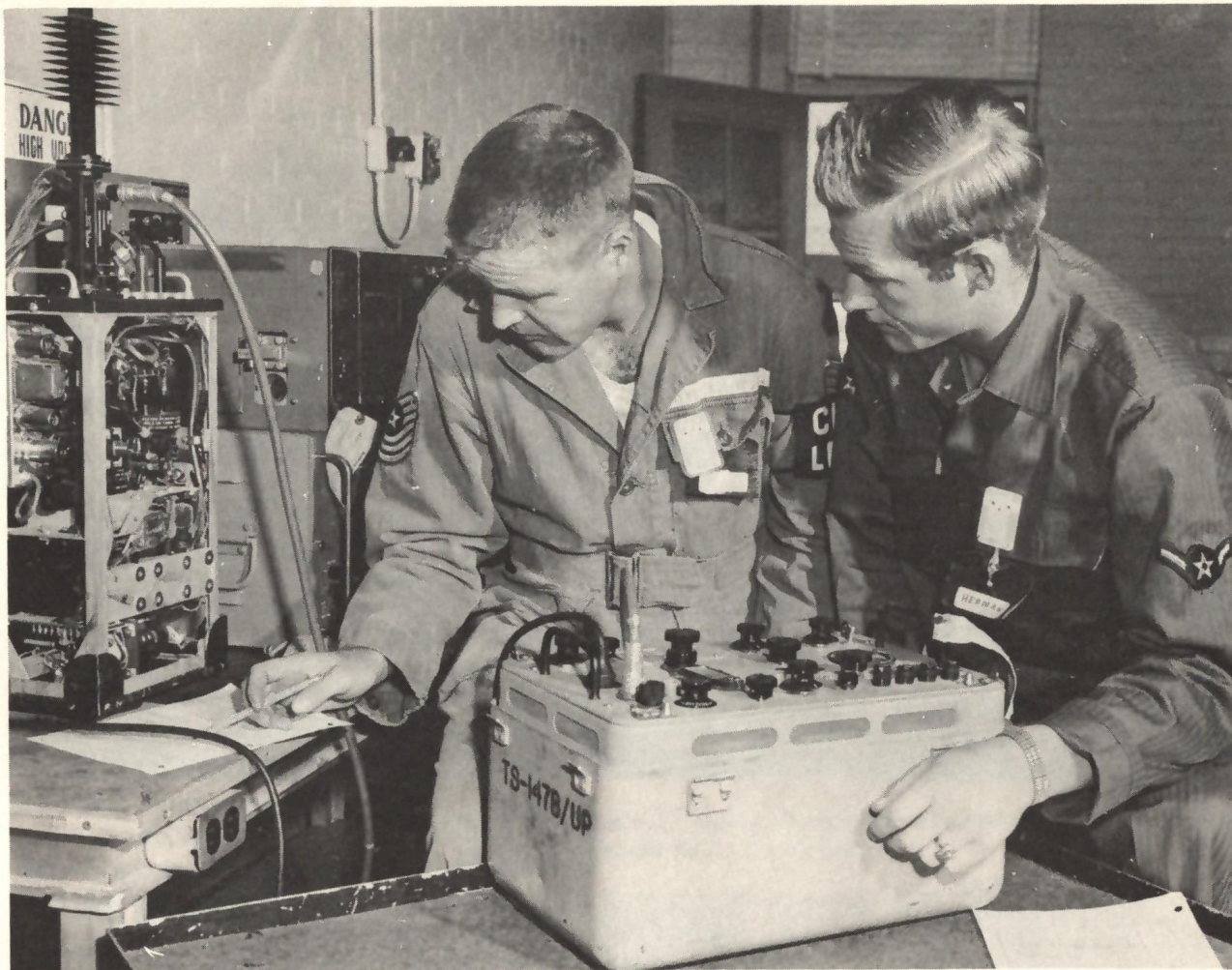


GUIDED MISSILES (31 AREA)

Course 3111 144 hours (48 points)
approximately

FUNDAMENTAL PRINCIPLES OF GUIDED MISSILES

In this course you can gain the background information to help you work more efficiently on



Adjusting Radar with TS-147 (AN/APG-30 Sighting System Mechanic).

guided missiles. First you study the history and aerodynamics applicable to guided missiles—the structure of missiles and supersonic flight theory. Then you move along to the methods of propelling missiles—air jet engines, rocket theory, liquid and solid fuel rockets, boosting and launching methods, and propellants.

In other volumes you study the systems which control the attitude of guided missiles and guide them to the target. Included among the guidance systems are star trackers, inertial systems, magnetic guidance, command and hyperbolic systems, beam rider guidance, homing systems and computers. Finally you learn about various devices and equipment necessary to operate guided missiles—instrumentation, countermeasures, warheads, and trajectory analysis.

Special Qualifications
None

Curriculum

Volume	Title
1	Guided Missile Structures
2	Guided Missile Propulsion Systems
3	Guided Missile Attitude Control Systems
4	Guided Missile Guidance Systems (in two parts)
5	Guided Missile Supporting Facilities



ARMAMENT (32 AREA)

Course 3200 249 hours (83 points)
approximately

MUNITIONS OFFICER

This course prepares you to manage munitions activities—storage, handling, assembly, maintenance, modification, and disposal. It also tells you how to develop and put into effect plans for passive defense against conventional and special munitions.

The first volume refreshes you on the organization and administration of the United States Air Force, on the use of applicable publications—both technical and supply—and suggests ways to manage munitions activities more efficiently. Other volumes in the course cover more specific activities. One volume, for example, is devoted to explosive munitions, two volumes discuss chemical agents from both the offensive and defensive viewpoints, and one treats of biological and atomic warfare. Another volume tells you how to transport, store, and dispose of munitions, and the last volume has the word on the radiac instruments used in detecting radioactivity.

Completing this course will help you qualify for AFSC 3251.

Special Qualifications

None. A working knowledge of physics and chemistry or engineering is desirable.

Curriculum

Volume	Title
1	Administration and Management
2	Explosive Munitions
3	Applied Sciences and Chemical Agents
4	Chemical Agents—Protection and Decontamination
5	Munitions, Supply, Storage, and Disposal
6	Biological Warfare and Atomic Warfare
7	Radiac Instruments



Course 3205 150 hours (50 points)
approximately

ARMAMENT SYSTEMS OFFICER, FUNDAMENTALS

This course will prepare you to supervise the maintenance of armament systems. In the course, you study administration and management, munitions, weapons, and electronics.

Volume 1 starts you off with a discussion of the current organization of the USAF, a review of publications and the armament career field, and a reminder of armament staff functions and writing requirements.

In volume 2 you get into the actual work of armament. There you study explosives of all kinds—20-mm ammunition, bombs, rockets, fuses, as well as chemical, biological, and radiological munitions. Next, in volume 3, you learn about hand

and shoulder weapons, and in volume 4, about aircraft weapons. Volume 5 is concerned with airborne equipment—machine guns, gun cameras, tow targets, and the pilot's ejection seat.

Although this course is titled "Armament Systems Officer," it is open to airmen until additional courses in this field are available.

Completing this course will help you qualify for other armament courses, which in turn will lead to particular AFSC's.

Special Qualifications

None

Curriculum

Volume	Title
1	Administration and Management
2	Munitions
3	Hand and Shoulder Weapons
4	Aircraft Weapons
5	T-Series Weapons, Gun Cameras, Tow Targets, and Pilot's Ejection Seat



Course 3206 63 hours (21 points)
approximately

ARMAMENT SYSTEMS OFFICER, FIGHTER

This is a generalized course providing training in the management of maintenance work on fighter armament systems, including fire control systems and related simulated training devices and test equipment. Its two volumes present information



Supervising the Loading of the M116 Fire Bomb (Armament Systems Officer, Fighter).

about the A-4 sight and bomb-and-rocket launching equipment.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed Courses 3000 and 3205 or an equivalent study in electronics.

Curriculum

Volume	Title
1	Radar Fundamentals and the A-4 Sight
2	Bomb-and-Rocket Launching Equipment

☆

Course 3207 150 hours (50 points)
approximately

ARMAMENT SYSTEMS OFFICER,
BOMBER

In this four-volume course, which is more specialized than 3205, you study the several armament systems on bombers. It provides training in the maintenance of bomber armament systems, including bomb-navigation and turret systems and simulated training devices and test equipment.

Completing this course will help you qualify for AFSC 3231.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed Courses 3000 and 3205 or an equivalent study in electronics.

Curriculum

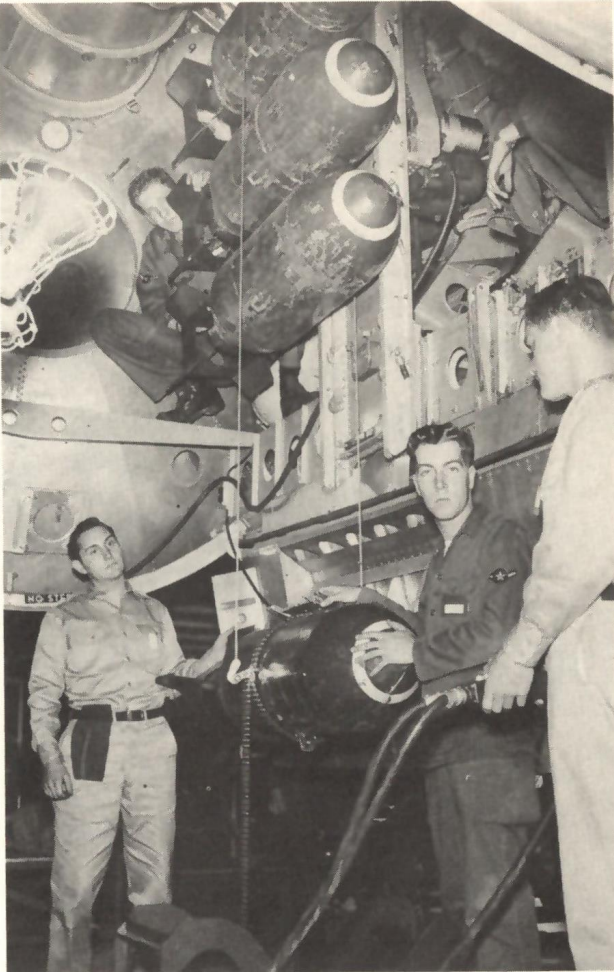
Volume	Title
1	Turret Systems
2	Radar Fundamentals and Gunlaying Systems
3	Bombing and Bomb-and-Rocket Launching Equipment
4	AN/APQ-24 Bomb-Navigation System

☆

Course 3211 69 hours (23 points)
approximately

M-SERIES BOMBSIGHT MECHANIC

This course will train you to operate, calibrate, analyze malfunctions, and perform organizational and field maintenance on the M-Series Bombsight. Volume 1 discusses the publications applicable to this work and explains some of the fundamental laws of electricity. Volume 2 tells you how to operate and maintain the M-Series Bombsight; Volume 3, how to calibrate and troubleshoot it.



Supervising the Loading of Bombs in Bomber Aircraft.

Completing the course will help you qualify for AFSC 32130A.

Special Qualifications

None

Curriculum

Volume	Title
1	Publications and Electricity
2	M-Series Bombsight Assembly: Operation and Maintenance
3	M-Series Bombsight Assembly: Calibration and Malfunctions

☆

Course 3221 93 hours (31 points)
approximately

AN/APG-30 SIGHTING SYSTEM
MECHANIC

This course trains you to operate, to analyze malfunctions, and to perform organizational and field maintenance on the A-4 gun-bomb-rocket

sighting system and the AN/APG-30 airborne radar set.

Completing this three-volume course will help you qualify for an AFSC in this field.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed Course 3021 or have had equivalent electronics training.

Curriculum

Volume	Title
1	A-4 Gun-Bomb-Rocket Sight
2	AN/APG-30 Radar Circuits
3	AN/APG-30 Radar Calibration and Maintenance

☆

Course 3223 78 hours (26 points)
approximately

A-SERIES GUN-BOMB-ROCKET SIGHT
MECHANIC

This specialized course instructs you in the operation and calibration of the "A" series gun-bomb-rocket sighting systems, including the A-1C (M) and A-4 gyro computing sights and related equipment. You also learn how to analyze malfunctions and how to perform organizational-level maintenance on this equipment. Volume 1 tells you how to operate, troubleshoot, and maintain the A-1C (M) sight. Volume 2 tells you how to operate, troubleshoot, and maintain the A-4 gyro computing sight.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed Course 3021 or an equivalent study in electronics.

Curriculum

Volume	Title
1	A-1C (M) Gyro Computing Sight (Gun-Bomb-Rocket)
2	A-4 Gyro Computing Sight (Gun-Bomb-Rocket)

☆

Course 3231 123 hours (41 points)
approximately

TURRET SYSTEM MECHANIC (B-47)

This basic course will train you in the isolation of unit malfunctions, maintenance of turret sys-

tem units, preparation of turret system for operational maintenance, and completion of maintenance and inspection records on the radar-controlled turret system of the B-47 aircraft.

Completing this course will help you qualify for an AFSC in this field.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed Course 3021 or have had equivalent electronics training.

Curriculum

Volume	Title
1	Turret System (B-47 Aircraft)
2	AN/APG-32A Radar Set
3	Fire Control System (B-47)

☆

Course 3233 150 hours (50 points)
approximately

TURRET AND GUNLAYING SYSTEM
MECHANIC (B-36)

This course trains you to isolate unit malfunctions, maintain turret-system units, repair turret-system assemblies, to make turret systems ready for operational missions, and to complete maintenance and inspection records on the remote turret system—including the radar-controlled tail system of the B-36 airplane. Some of the specific items covered in this course are turrets, sights, and accessories; thyatron controller and computers; the AN/APG-32 radar set; and circuit analysis and maintenance.

Completing this four-volume course will help you qualify for AFSC 32330A.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed Course 3021 or have had equivalent electronics training.

Curriculum

Volume	Title
1	Turrets, Sights, and Accessories
2	Thyatron Controller and Computers
3	AN/APG-32 Radar Set
4	Circuit Analysis and Maintenance

Course 3234 105 hours (35 points)
approximately

TURRET SYSTEM TECHNICIAN (B-36)

This is an advanced course, designed to train skilled airmen to analyze and isolate malfunctions in the turret systems of the B-36 aircraft and to prescribe remedial measures to correct them. More specifically, you learn how to inspect, adjust, harmonize, and align the system and its components, including gunlaying radar. In addition, you study maintenance and repair of specialized tools and testing devices and maintenance and repair of the system, its assemblies, subassemblies, and units.

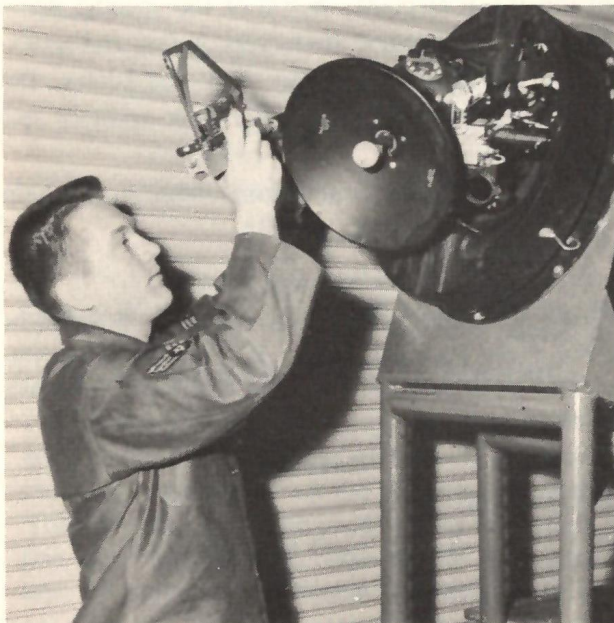
Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

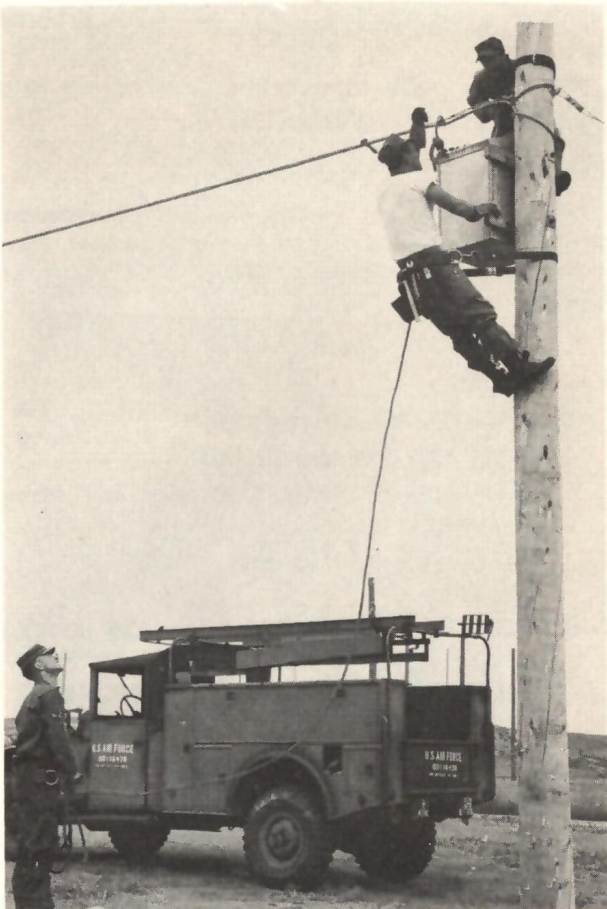
- 1. Possession of AFSC 32350A or equivalent.
- 2. Completion of Resident Course 32020, Armament Fundamentals, Extension Course 3021, Electronics Fundamentals, or Extension Course 3205, Armament Systems Officer, Fundamentals.

Curriculum

Volume	Title
1	Repair and Inspection of the Turrets, Sighting Stations, Accessories, and Thyatron Controller
2	Repair and Inspection of the Computing System
3	Troubleshooting of Test Equipment and Turret Systems



Instruction for B-36 Turret System Mechanics



Aerial Cable Construction (Installer-Cableman).

WIRE MAINTENANCE (36 AREA)

Course 3611 204 hours (68 points)
approximately

INSTALLER-CABLEMAN

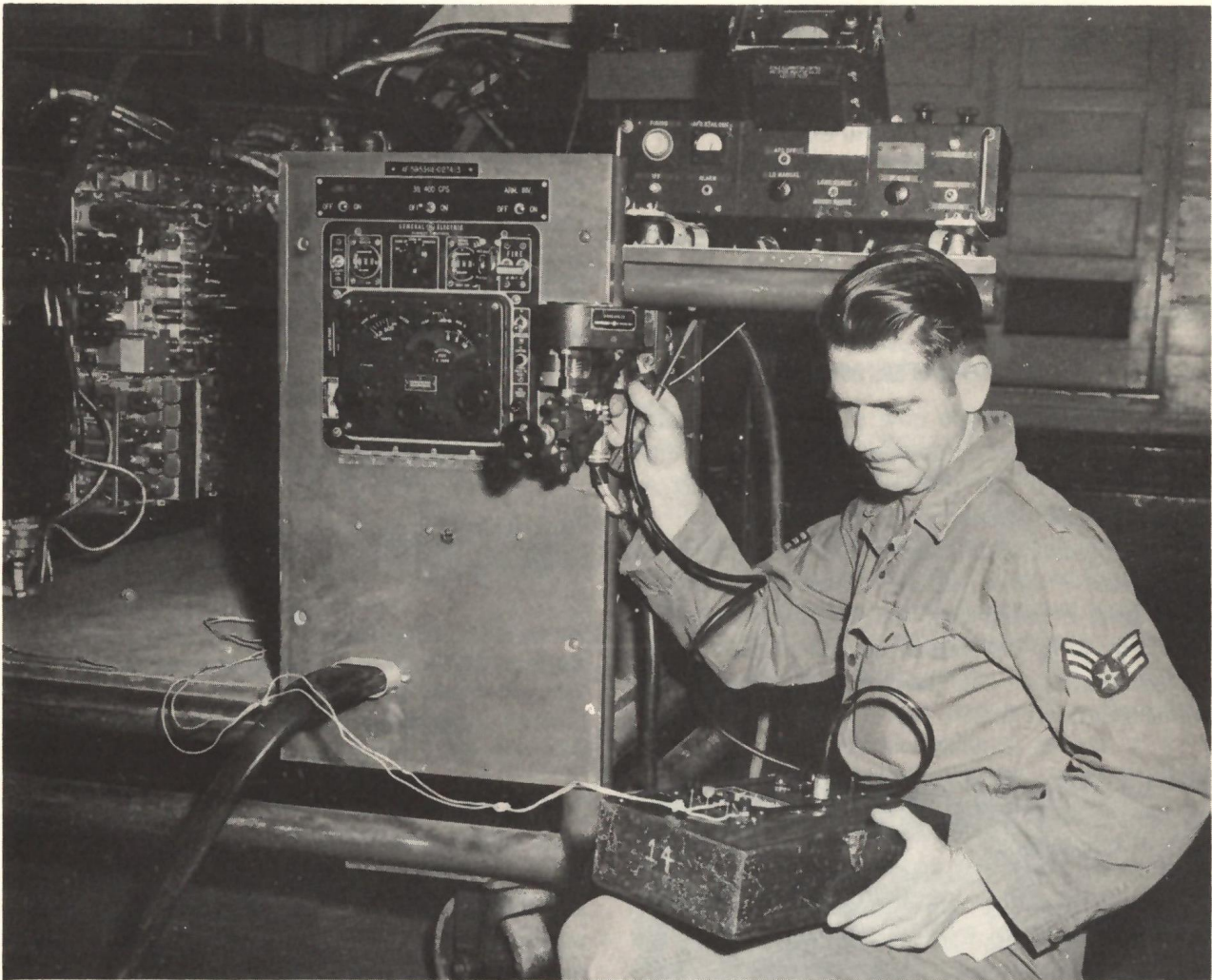
In this course you learn how to splice insulated wires that join multiple-conductor cables and to install, maintain, and repair military telephone, telegraph, and intercommunication equipment. Included among this equipment are subsets, protectors, key-switching equipment, cable termini, cross-connecting boxes, and termini of aerial and underground cables.

Completing this eight-volume course will help you fulfill the requirements for AFSC 36130.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. Completion of high school education or equivalent.
- 2. Possession of a minimum aptitude index of 4 in the mechanical area.



B-47 Turret System Mechanic Zeroing the Control Transformer Selsyns on the Hand Control.

Curriculum

Volume	Title
1	Pole Line Construction
2	Cable Splicing
3	Cable Repair
4	Telephone Installation
5	Telephone Fundamentals
6	Antisidetone Telephone
7	Intercommunication Systems
8	Field Systems



Course 3621 246 hours (82 points)
approximately

CENTRAL OFFICE EQUIPMENT
MECHANIC

This instruction covers the installation, maintenance, and repair of central office equipment. You learn to analyze plans, diagrams, charts, and

engineering specifications; to place and fan cable; to place equipment and connect it to power; to locate troubles by using test equipment; to correct faults by replacing or repairing parts or by making adjustments.

Completion of this nine-volume course can help you qualify for AFSC 36230.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. Completion of high school or equivalent.
- 2. A minimum electronics technician aptitude index of 5.

Curriculum

Volume	Title
1	Principles of Electricity
2	Application of Electricity to Telephony
3	Manual Switchboard Circuits

- 4 Auxiliary Circuits
- 5 Maintenance Procedures in a Manual Central Office
- 6 Automatic Telephony
- 7 Functions of a Dial Central Office
- 8 Miscellaneous Circuits
- 9 Installation of a Central Office

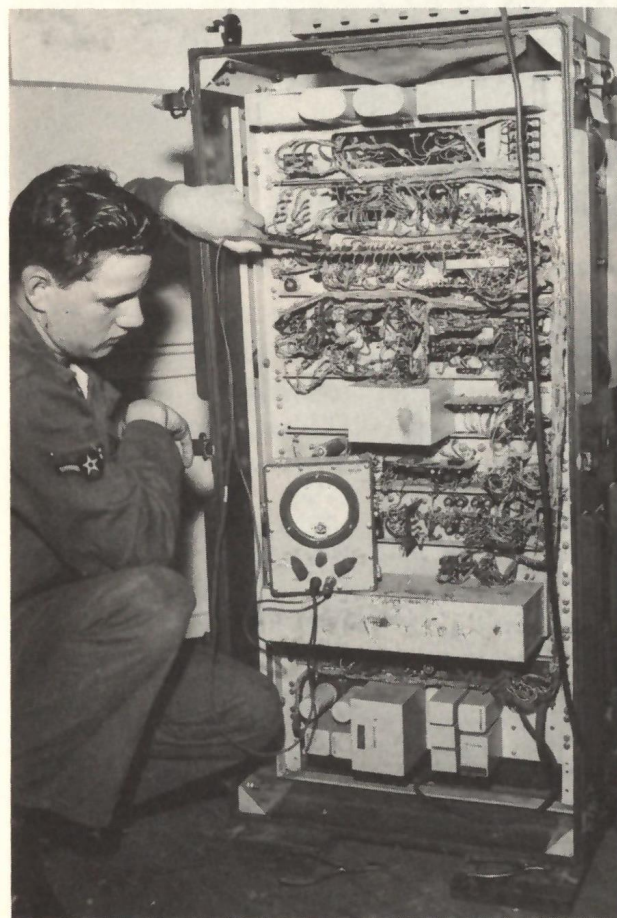
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Course 3622 234 hours (78 points)
approximately

CARRIER REPEATER MECHANIC

This course tells you how to install and maintain carrier-repeater equipment on military circuits. This equipment provides additional channels or amplifies weak signals on existing channels.

Two volumes of the course review the principles of electricity. Other volumes cover the telephonic application of electricity, the application of electricity to long distance lines, telephone carrier communications, and telegraphic carrier communications.



Locating Trouble on Carrier Equipment
(Carrier Repeater Mechanic).

Completing this six-volume course will help you fulfill the requirements for AFSC 36221.

Special Qualifications

In addition to meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Completion of high school education or equivalent.
2. Possession of a minimum electronics technician aptitude index of 5.

Curriculum

Volume	Title
1	Principles of Electricity I
2	Principles of Electricity II
3	The Telephony Application of Electricity
4	Application of Electricity to Long Distance Lines
5	Telephone Carrier Communications
6	Telegraph Carrier Communications

☆

Course 3631 330 hours (110 points)
approximately

COMMUNICATIONS MACHINE REPAIRMAN

This course teaches you how to install, maintain, and repair wire communications facilities, such as facsimile teletypewriter equipment and accessories. Among the subjects studied are direct and alternating current, rectifiers, filters, motors, and special communications equipment.

Completing this course will help you qualify for AFSC 36330.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Completion of high school education or equivalent.
2. Possession of a minimum electronics technician aptitude index of 5 and a minimum mechanical aptitude index of 5.

Curriculum

Volume	Title
1	Principles of Direct Current
2	Principles of Alternating Current
3	Rectifiers, Filters; Motor Principles
4	Vacuum Tubes
5	Facsimile Equipment Repair
6	Facsimile Circuits
7	Principles of Teletypewriter Operation
8	Model 15 Teletypewriter
9	Model 19 Composite Set
10	Special Equipment

AIRCRAFT ACCESSORIES MAINTENANCE (42 AREA)

Course 4251 96 hours (32 points)
approximately

AIRCRAFT HYDRAULIC MECHANIC

This course gives you a knowledge of the principles of hydraulics and their application to aircraft. The material presented is designed to aid the apprentice, serve as a refresher to senior mechanics, and to help the specialist prepare for the 7-skill level test in the 42 career field. Information presented in these three volumes is an aid to men who want to further their knowledge of the subject without putting it to immediate practical use.

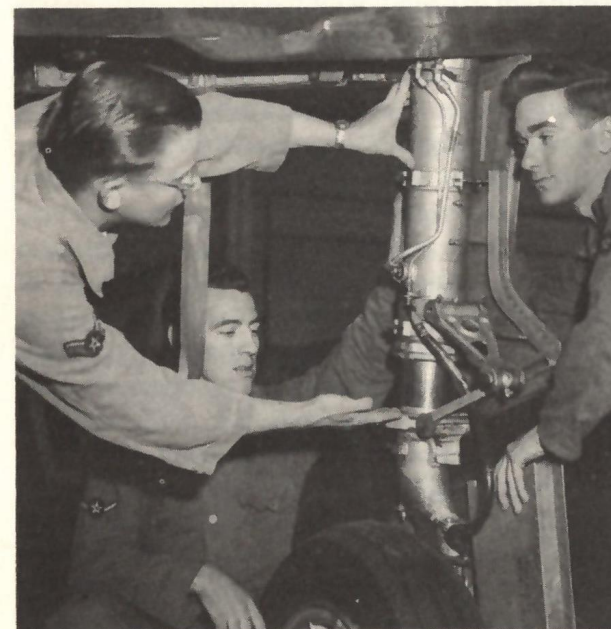
Completing the curriculum given below will help you qualify for an AFSC in the hydraulic field.

Special Qualifications

Besides meeting the general qualifications given at the beginning of Part II, you must have completed a ninth-grade education or have evidence of equivalent training, and must have successfully completed the Basic Aircraft Mechanic Course or have equivalent training and experience.

Curriculum

Volume	Title
1	Hydraulics and Its Application to Aircraft
2	Aircraft Hydraulic Brakes, Landing Gear, and Allied Equipment
3	Aircraft Hydraulic Troubleshooting, Inspection, and Maintenance



Servicing Main Landing Gear and Checking for Proper Strut Extension (Aircraft Hydraulic Mechanic).

AIRCRAFT AND ENGINE MAINTENANCE (43 AREA)

Course 4301 450 hours (150 points)
approximately

AIRCRAFT MAINTENANCE OFFICER

This extension course features material on the administrative as well as the technical aspects of a maintenance officer's assignment. It begins by telling you something about the maintenance and supply group, the unit to which a maintenance officer is assigned. Then you study the organization and methods of supervising the operation of a maintenance activity within this group.

After reviewing the physical sciences applicable to aircraft maintenance, you move into the variety of subjects in the maintenance field proper. These subjects include aircraft structures and structural repairs, miscellaneous aircraft systems, hydraulics, direct-current and alternating-current electrical systems, aircraft power plants (including engine conditioning), and engine change and inspection. The course also includes subjects related to both operations and maintenance, like weight and balance, and the theory of cruise control.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Completion of the Basic Aircraft Mechanic Course or its equivalent.
2. Two years of formal education in any field of engineering.
3. Two years of college-level physical science.
4. Two years of vocational or trade school training in fields closely related to aviation.
5. An approved and current CAA aircraft or engine mechanic's license.

Curriculum

Volume	Title
1	Organization and Administration
2	Scientific and Technical Orientations
3	Aircraft Structures and Repairs
4	Flight-Control Surfaces and Mechanisms
5	Hydraulic Units and Systems
6	Landing Gear Assemblies
7	Miscellaneous Units and Systems
8	Flight Instruments
9	Electrical Fundamentals
10	Direct-Current Units and Systems

- 11 Alternating-Current Units and Systems
- 12 Electronic Units and Systems
- 13 Reciprocating Aircraft Engines
- 14 Propellers
- 15 Oil, Fuel, Induction, and Cooling Systems
- 16 Jet Propulsion Power Units
- 17 Maintenance Operational Safety
- 18 Weight and Balance, and Cruise Control
- 19 Engine Change and Conditioning
- 20 Maintenance Inspection
- 21 Operation and Maintenance Under Extreme Climatic Conditions
- 22 Management Functions

☆

Course 4303 300 hours (100 points)
approximately

GROUND EQUIPMENT MAINTENANCE OFFICER

When you graduate from this course you will be better prepared to supervise automotive maintenance, for it was designed to teach basic doctrines of USAF automotive maintenance. You learn the principles of engine operation and the precision repair of engines. You also become familiar with other components and systems of automotive equipment and with methods of repairing them. You study preventive maintenance systems and learn how to assess and repair damage. So that you will be familiar with the administrative and supply procedures necessary to supervise a motor pool, we have included a discussion of them.

Although this eight-volume course is titled "Ground Equipment Maintenance Officer," it is open to airmen until additional courses in the maintenance field are available.

Completing this course will help you qualify for an AFSC.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. An officer's commission in any component of the Armed Forces.
2. A high school education.
3. A mechanical or clerical aptitude index of 6.
4. Six months' experience in auto repair.

Curriculum

Volume	Title
1	Fundamentals of USAF Automotive Maintenance System; the Motor Pool

- 2 Principles of Engine Operation
- 3 Automotive Electrical Systems
- 4 Maintenance and Repair of Engine and Auxiliary Power Units
- 5 Operation Principles, Maintenance, Repair, and Installation of Power Train Units
- 6 Operation Principles, Maintenance, Repair, and Installation of Chassis Units
- 7 Operation Principles and Maintenance of Air Force Special Purpose Vehicles and Equipment
- 8 Motorized Ground Equipment and Administrative Procedures for Field Maintenance

☆

Course 4311 330 hours (110 points)
approximately

AIRCRAFT RECIPROCATING ENGINE MECHANIC

This course will prove to be of great value to anyone engaged or interested in reciprocating engine maintenance. It will prepare the apprentice engine mechanic for specialization on current reciprocating engines, help those preparing for the 7-skill level test in the 43 career field, and serve as a useful refresher to experienced mechanics. This course will also serve as a ready reference source of pertinent information for anyone interested in the subject.

The course includes the history, development, and theory of operation of the reciprocating engine and detailed descriptions of fuel and oil systems, induction and exhaust systems, turbosuperchargers, carburetion methods, water injection, high and low tension magneto theory, and starter and generator systems. Following this background information, you are then introduced to engine change, power package buildup, and detailed information concerning engine operation. The standards of inspection and maintenance that must be performed on the engine and its systems and components to insure satisfactory operation are explained. Finally, methods are outlined for a sound program of engine conditioning, the use of the engine analyzer, and systematic troubleshooting procedures to provide maximum engine life with a minimum of maintenance.

Completing this course will help you qualify for an AFSC in the 43 career field and greatly increase your effectiveness as a member of the Air Force.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed a ninth-grade education or have evidence of equivalent training as shown by suitable tests and in addition have completed the Basic Aircraft Mechanic Course or its equivalent in training or experience. It is desirable that you have a minimum mechanical aptitude index of 5.

Curriculum

Volume	Title
1	The Basic Reciprocating Engine
2	Reciprocating Engine Components
3	Reciprocating Engine Accessory Systems
4	The Complete Reciprocating Engine
5	Reciprocating Engine Change and Inspections
6	Operation and Adjustment of Reciprocating Engines I
7	Operation and Adjustment of Reciprocating Engines II
8	Operation and Adjustment of Reciprocating Engines III

☆

Course 4312 210 hours (70 points)
approximately

AIRCRAFT JET ENGINE MECHANIC

This course is designed to help train the apprentice mechanic in the field of jet propulsion. It serves both as a refresher for senior mechanics and as an aid for men who are working in the maintenance field and preparing for the 7-skill level test in the 43 career field.

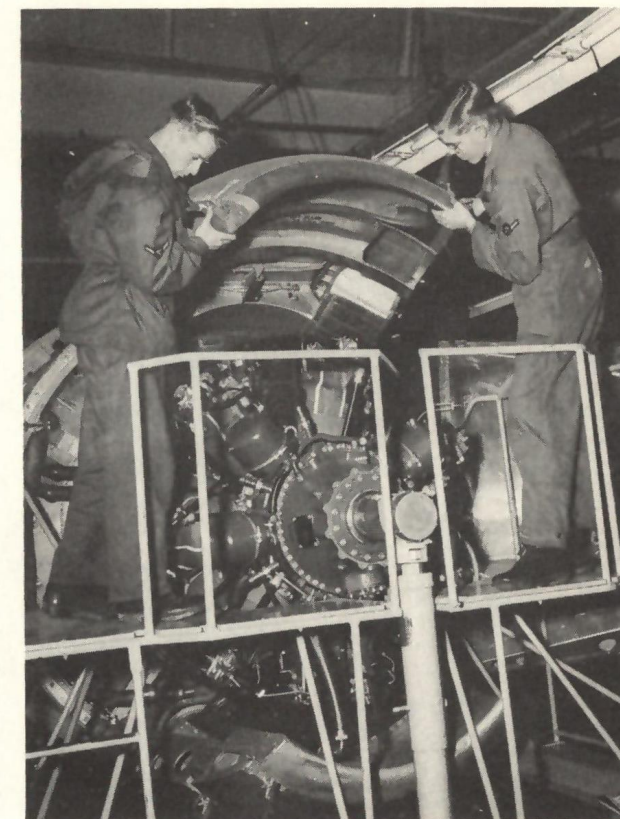
This course is also intended to help reciprocating-engine mechanics become jet-propulsion-engine mechanics. It will serve as a ready source of useful information to those who want to master the subject of jet propulsion even though they are not presently working as jet engine mechanics.

The curriculum given below indicates the scope of the course and suggests its potential benefit to any Air Force mechanic.

Completing this course will help you qualify for an AFSC in this field.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must have completed a ninth-grade education or have evidence of equivalent training as shown by suitable tests and in addition have completed the Basic Aircraft Mechanic Course or its equivalent in training or experience. It is desirable that you have a minimum mechanical aptitude index of 5.



Reciprocating Engine Mechanics Removing Cowling from a C-124 Power Package (Aircraft Reciprocating Engine Mechanic).

Curriculum

Volume	Title
1	Introduction, Operating Principles, and General Characteristics of Jet Engines
2	Construction of Jet Engine Components
3	Jet Engine Accessory Systems
4	The Complete Jet Engine Assembly
5	Engine Change and Inspection of Jet Engines
6	Operation and Adjustment of Jet Engines

☆

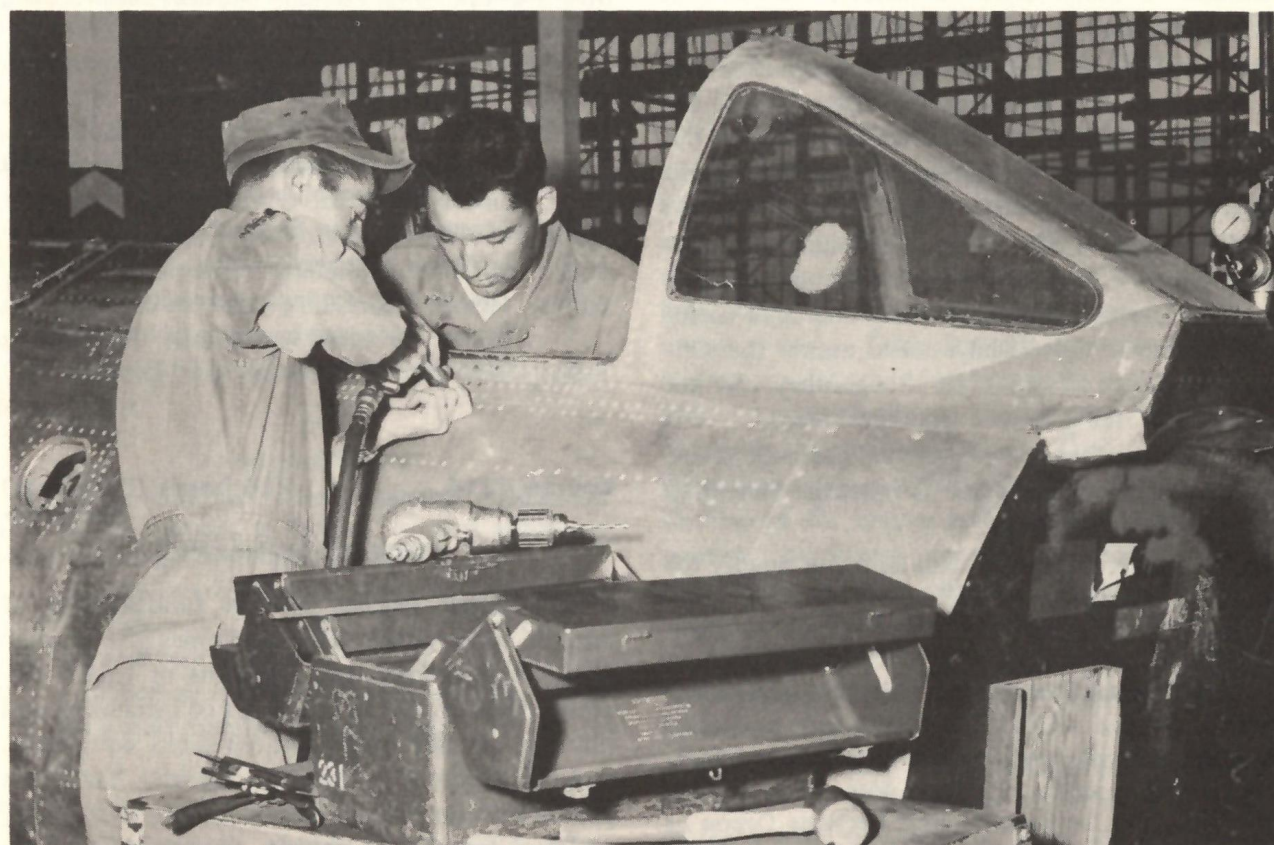
Course 4314 216 hours (72 points)
approximately

AIRCRAFT MECHANIC

This course teaches you the fundamentals of aircraft maintenance. Its 11 volumes give you the types, designations, and functions of USAF aircraft. They cover the principles of mechanics and physics, aircraft engines and related equipment, and the structural features of aircraft. You learn procedures governing the operation, inspection, and maintenance of aircraft. You study reciprocating engines and the various systems on today's



Instruction for Aircraft Mechanics.



Instruction for Airframe Repairmen.

aircraft—flight-control, landing-gear, electrical, hydraulic, ignition, oxygen, interphone, heating systems, etc.

Completing this course will help you qualify for an AFSC in this field.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. High school education or equivalent.
2. Mechanical aptitude index of 4.
3. Three months of full-time experience as an aircraft mechanic helper.

Curriculum

Volume	Title
1	Aircraft for Mechanics
2	The Aircraft Mechanic's Job
3	Aircraft Structures
4	DC Power Generation and Distribution
5	AC Power Generation and Distribution
6	Aircraft Hydraulic Systems
7	Aircraft Auxiliary Equipment and Systems
8	Reciprocating Engines
9	Fuel, Oil, and Induction Systems
10	Aircraft Propellers
11	Engine Operation and Conditioning



Course 4351 90 hours (30 points)
approximately

ROTARY WING MECHANIC

This course prepares you to work on rotary wing aircraft (helicopters). When you finish the course you will have a working knowledge of the procedures which every rotary wing mechanic must use.

Volume 1 familiarizes you with rotary wing aircraft, pointing out the similarities and differences between them and conventional aircraft. In this volume you are introduced to the utility systems—the heating and ventilating, emergency equipment, lighting, and others. Then you study the aerodynamics applicable to helicopters. Other chapters explain rotor systems, flight controls, and transmission systems; they include maintenance instructions on these systems.

Volumes 2 and 3 cover rotary wing power plants, engine changes, and inspection and maintenance procedures.

Completing this course will help you qualify for an AFSC in this field.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Completion of Course 4314, Aircraft Mechanic, or equivalent.
2. Mechanical aptitude index of 6.
3. Three months' experience as an aircraft mechanic.

Curriculum

Volume	Title
1	Rotary Wing Familiarization
2	Rotary Wing Power Plants
3	Components, Systems, and Inspections



MUNITIONS AND WEAPONS MAINTENANCE (46 AREA)

Course 4611 120 hours (40 points)
approximately

MUNITIONS SPECIALIST

This course covers the identification, classification, inspection, transporting, and loading of ammunition, aircraft bombs and rockets, and chemical agents. When you finish the course, you will be prepared for duties as an apprentice munitions specialist.

Completing the four-volume course will help you qualify for AFSC 46130.

Special Qualifications

None



Course 4621 120 hours (40 points)
approximately

WEAPONS MECHANIC

In this course you learn how to operate, inspect, maintain, and repair hand, shoulder, and automatic weapons; aircraft mounts; and launching racks. The course was designed to help you prepare for work as an apprentice weapons mechanic.

Completing this four-volume course will help you qualify for AFSC 46230.

Special Qualifications

None

Curriculum

Volume	Title
1	Organization, Publications, Tools, and Electricity



Loading Rockets on Fighter Aircraft (Munitions Specialist).

- 2 Launching and Tow Target Systems
- 3 Hand and Shoulder Weapons
- 4 Aircraft Weapons

☆

MOTORIZED AND MISCELLANEOUS EQUIPMENT MAINTENANCE (47 AREA)

Course 4710 15 hours (5 points)
approximately

BASIC VEHICLE MAINTENANCE

Here you learn the simple practices of maintaining vehicles. You are introduced to the tools, equipment, and materials used by the vehicle maintenance helper. You also learn why safety is emphasized so strongly around Air Force shops, why safety precautions are enforced.

As far as the work itself is concerned, you become familiar with the names and types of commercial and combat type vehicles. You become acquainted with hand tools and measuring devices. We discuss the care and use of power tools and

bench grinders; of soldering, heating, and bending tools.

Other subjects covered are the use of Air Force maintenance and supply publications, the principles of internal combustion engines, the operation and maintenance of Air Force general-purpose vehicles, and tire repair and tire repair equipment.

In short, you learn the fundamental things you need to know to work on vehicles.

Special Qualifications
None

☆

METAL WORKING (53 AREA)

Course 5341 192 hours (64 points)
approximately

AIRFRAME REPAIRMAN

This course trains you in many phases of airframe repair. You learn how to read drawings and blueprints and to lay out work from them. You become acquainted with the machines and hand tools used in repairing airframes. In short,

this is a basic course designed to teach the principles, procedures, and techniques used in airframe repair.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. Minimum AQE mechanical aptitude index of 4.
2. Minimum ACB craftsman aptitude index of 4.

Curriculum

Volume	Title
1	Elements of Airframes, Aircraft Metals, and Metal Processing
2	Pattern Development
3	Fabrication Procedures
4	Methods of Fastening Repairs
5	Airframe Repair Information
6	General Airframe Repair
7	Structural Repair

☆

INSTALLATIONS ENGINEERING (55 AREA)

Course 5500 540 hours (180 points)
approximately

INSTALLATIONS ENGINEER OFFICER

This 26-volume course instructs officers entering the installations-engineering career field in the organization, functional relationships, and operating procedures of an installations-engineering unit. By explaining the relationship between installations engineering and other base functions, the course increases your competence to work as a staff officer. In addition, it stresses management of the different kinds of work performed by installations engineering personnel.

As a result, you finish the course with an appreciation of the heavy responsibility imposed upon the installations engineer, and with a knowledge of the principles of management that will aid you in meeting this responsibility.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must possess one of the following:

1. Bachelor's degree in engineering, city management or planning, industrial management, management engineering, or similar fields comprised basically of engineering, graduate of a service academy; or graduate of the USAF Institute of Technology.

2. Two years' college training in engineering plus two years' civilian or military engineering experience.

Curriculum

Volume	Title
1	Organization and Functions
2	Personnel Management
3	Ground Safety
4	Accounting and Budgeting
5	Real Estate
6	Supply
7	Preventive Maintenance
8	Grounds Maintenance
9	Runways, Roads, and Railroads
10	Buildings and Structures
11	Preparation of Projects
12	Purchasing and Contracting
13	Master Planning
14	Electrical Facilities
15	Mechanical Ventilation
16	Refrigeration and Air Conditioning
17	Heating Facilities
18	Aircraft and Automotive Fuel Facilities
19	Water Supply
20	Sewage and Industrial Waste Treatment and Disposal
21	Custodial Services
22	Insect and Rodent Control
23	Refuse Collection and Disposal
24	Fire Protection and Aircraft Crash Rescue
25	Disaster Relief Planning
26	Engineer Aviation Units

☆

FIRE FIGHTING (57 AREA)

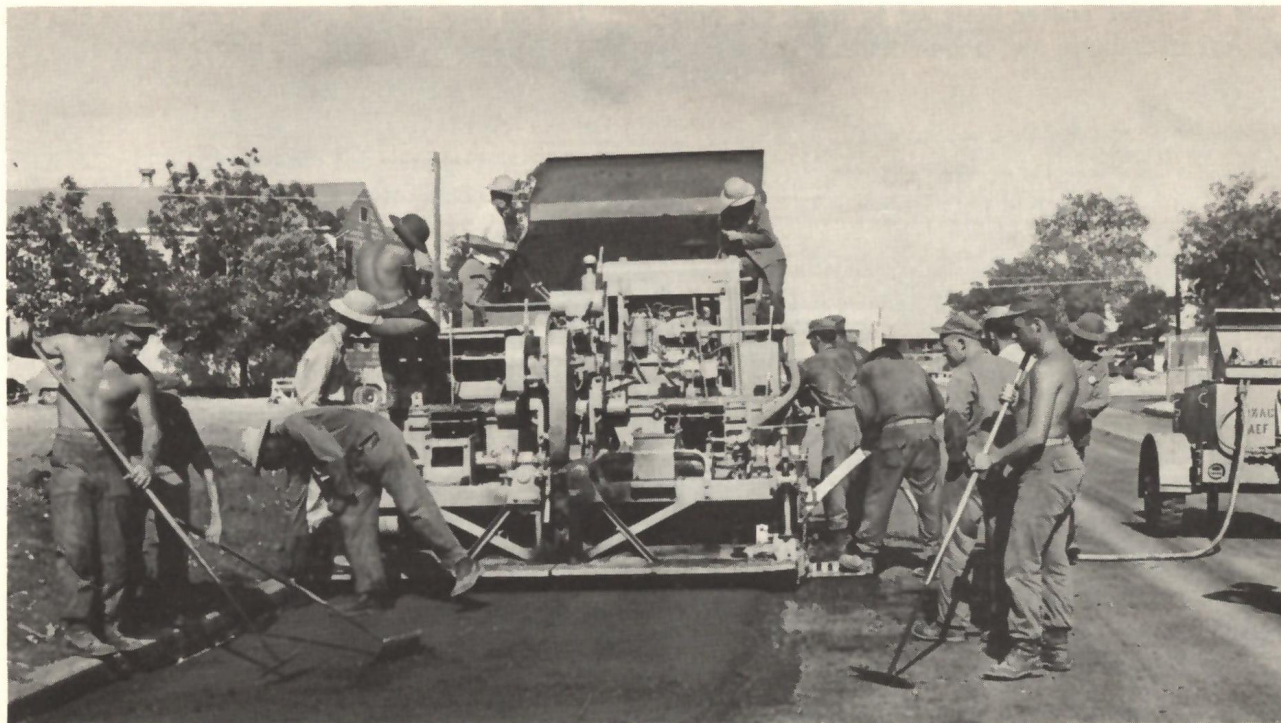
Course 5700 150 hours (50 points)
approximately

FIRE AND AIRCRAFT CRASH RESCUE OFFICER

In the three volumes of this course you study the techniques of fighting structural fires and natural cover fires and the methods of rescuing aircrews from crashes. This study includes the hydraulic principles applicable to fire fighting.

On the broader side, we tell you how to plan and carry out fire prevention programs, how to administer and organize a fire-fighting unit, and how to supervise fire-fighting activities at an Air Force base.

Special Qualifications
None



Asphalt Road Construction (Installations Engineer Course).

Curriculum

Volume Title

- 1 Fundamentals of Fire Fighting
- 2 Structural Fire Fighting
- 3 Aircraft Fire Fighting



Course 5711 150 hours (50 points)
approximately

FIRE FIGHTING AND AIRCRAFT CRASH RESCUE

This course presents information you need to know to work as a fire fighter and crash rescue-man. In this course you study methods of fighting structural fires and natural cover fires, and of rescuing aircrew members from crashes. Also outlined are the approved procedures for training and supervising members of a fire-fighting unit and for administering such a unit.

Completing this three-volume course will help you qualify for AFSC 57130.

Special Qualifications

None

Curriculum

Volume Title

- 1 Fundamentals of Fire Fighting
- 2 Structural Fire Fighting
- 3 Aircraft Fire Fighting

TRANSPORTATION (60 AREA)

Course 6000 186 hours (62 points)
approximately

TRANSPORTATION OFFICER

This course prepares you for work as a transportation officer, equips you to carry out his functions and responsibilities. Here are discussed the correct methods for moving USAF personnel and supplies by air, rail, motor, and sea transportation. You learn the techniques and principles of trans-



Type O-6 Crash Fire Truck (Fire and Aircraft Crash Rescue Officer).



Extinguishing Structural Fire (Fire Fighting and Aircraft Crash Rescue).

portation used both in the United States and overseas.

Although this course is titled "Transportation Officer," it is open to airmen until additional courses in the transportation area are available.

Completing this course will help you qualify for AFSC 6021 or 6031.

Special Qualifications

None

Curriculum

Volume Title

- 1 Traffic Management
- 2 Military Motor Transportation I
- 3 Military Motor Transportation II
- 4 Military Air Transportation I
- 5 Military Air Transportation II



SUPPLY (64 AREA)

Course 6405 192 hours (64 points)
approximately

SUPPLY OFFICER

This course instructs you in current Air Force supply doctrine and procedures at base organizational level. Although this course is concerned primarily with supply procedures at base level, it also presents an incisive overview of the history and organization of the USAF supply system. Various aspects of depot and overseas supply operations are also included. Some of the essential supply doctrines and procedures you study are: principles and tools of modern supply manage-

ment; preparing and processing requests and turn-ins; requisitioning and receiving, storage and inventory; shipping; maintenance of prescribed records; and accounting for lost, damaged, or destroyed property.

Although the information presented in the course is self-contained, we encourage reference to AFM 67-1, USAF Supply Manual. However, satisfactory completion of this course is not dependent on AFM 67-1.

Until additional courses in the supply field are available, this five-volume course is open to airmen and eligible civilians who meet the qualifications given below.

Completing this course will help you qualify for AFSC 6421 or 6424.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

1. High school education.
2. A clerical aptitude index of at least 6.
3. Three months' experience in supply work.

Curriculum

Volume Title

- 1 Introduction to the Air Force Supply System
- 2 Organizational Supply Procedures
- 3 Base Supply Procedures (Part I)
- 4 Base Supply Procedures (Part II)
- 5 Depot and Overseas Supply



Supervising Operation of an Inventory Unit (Supply Officer).

COMPTROLLER (67-68 AREA)

Course 6701 90 hours (30 points)
approximately

BUDGET OFFICER

This course explains the philosophy behind the Federal budget as well as its preparation and administration. Furthermore, because most of the principles and procedures are so basic and are applicable to all budget projects, the instruction is centered around one or two specific situations. Keep in mind that these techniques can be applied with little alteration to big bases, small bases, flying bases, training bases, or depots, and to most Air Force projects.

Completing this course will help you qualify for AFSC 6731.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. Completion of two years in an accredited college or university with training in statistics, accounting, engineering, finance, commerce, or public or business administration.
- 2. Two years' practical experience in accounting, business administration, statistics, or disbursing. During this period, you should have worked at this kind of job on a full-time basis.

Curriculum

Volume	Title
1	Base Budget Formulation
2	Base Budget Administration

☆

Course 6711 279 hours (93 points)
approximately

BASIC BUDGETARY ACCOUNTING
AND DISBURSING

This course is designed to prepare you to perform disbursing office functions and to maintain ledgers concerned with the expenditure of Air Force funds. You are instructed in the mechanics of disbursing accounting and in the computation of military pay and travel allowances. You are shown how to maintain fiscal and expense records and to prepare periodic reports. Within limits, you are given guides for deciding form, legality, and methods of payment where Air Force funds are involved. This course consists of five volumes.

Completing it will help you qualify for an AFSC in this field.

Special Qualifications

None

Curriculum

Volume	Title
1	Fiscal Accounting
2	Accounting for Military Pay
3	Authorized Travel Allowances
4	Accounting for Public Funds
5	Cost Reporting and Accounting

☆

Course 6806 252 hours (84 points)
approximately

STATISTICAL SERVICES OFFICER

The Air Force is relying more and more on statistics and graphic devices to record information about its operations. This course presents the mathematics and statistical methods used by statistical services officers to record data about base activities.

Besides the actual statistical methods used by these officers, the course also outlines their duties and responsibilities as members of base staffs. More specifically, you learn the correct use of Air Force statistical forms. You find out how to prepare statistical reports and how to interpret the data on them.

Completing this four-volume course will help you qualify for AFSC 6831.

Special Qualifications

Besides meeting the general eligibility requirements given at the beginning of Part II, you must satisfy one of the following prerequisites:

- 1. At least six months' experience in the comptroller field in any component of the Armed Forces.
- 2. One year of commercial experience as a statistician or accountant.
- 3. Three semester hours of statistics.

☆

Course 6811 252 hours (84 points)
approximately

STATISTICAL SPECIALIST

Among the subjects you study in this course are organization and functions of statistical services, statistical procedures, analysis and presentation,

combat readiness reports, operations reports, aircraft reporting, and statistics for commanding officers.

Completing this four-volume course will help you qualify for an AFSC in this field.

Special Qualifications

In addition to meeting the general eligibility requirements given at the beginning of Part II, you must either be a high school graduate or have a minimum clerical aptitude index of 5.

Curriculum

Volume	Title
1	Statistical Organization
2	Statistical Methods
3	Personnel Reports
4	Statistical Reports

☆

PERSONNEL (73 AREA)

Course 7321 84 hours (28 points)
approximately

BASIC PERSONNEL PRINCIPLES

This four-volume course gives you the basic information necessary to prepare you for advancement in the personnel career field.

Among the subjects covered are the mission and organization of the Air Force, occupational classification, Air Force publications, administrative orders, military correspondence, personnel accounting and control, personnel records, military pay and allowances, and interviewing and counseling.

Special Qualifications

None

☆

EDUCATION AND TRAINING
(75 AREA)

Course 7521 60 hours (20 points)
approximately

ACADEMIC INSTRUCTOR

Written for both officers and airmen, this course presents the basic elements of modern Air Force instruction. It discusses the principles of learning and teaching, the use of instructional aids, lesson

planning, and the use of various teaching methods. You learn how to plan and evaluate your instruction, how to construct tests, and how to administer or analyze these tests. A discussion of rating scales used to evaluate actual performance during on-the-job training is also included. In brief, this two-volume course tells you how to perform the duties of an Air Force instructor.

Special Qualifications

None

Curriculum

Volume	Title
1	Principles and Methods of Instruction in the Air Force
2	Evaluation

☆

LEGAL (78 AREA)

Course 7800 114 hours (38 points)
approximately

MILITARY JUSTICE

This course is designed to give you a background in the administration of military justice found in the *Uniform Code of Military Justice* and the *Manual for Courts-Martial, United States, 1951*. This course covers every military justice procedure from the commission of an offense to the completion of appellate review.

The course is primarily intended for students who have had previous legal experience, either civilian or military. It is a professional course in military law.

The new *Uniform Code of Military Justice*, which went into effect on 31 May 1951, makes many basic changes in the previous system of military justice. It brings all of the Armed Forces of the United States under a single system of law and procedure. It also greatly increases the number of qualified lawyers needed in the Armed Forces. For these reasons, this course is especially adapted to all qualified lawyers who are either on active duty with the Air Force or on inactive status in any of the Reserve components of the Air Force.

This course consists of seven volumes designed to be used with the *Uniform Code of Military Justice*.

Special Qualifications

None

Curriculum	
Volume	Title
1	General
2	Punitive Articles
3	Evidence
4	Punishment
5	Pretrial Procedure
6	Trial Procedure
7	Post-Trial Procedure

☆

Course 7801 105 hours (35 points)
approximately

AIR FORCE CLAIMS

This course is designed primarily to acquaint you with the statutes and regulations pertaining to investigations, processing, and adjudication of administrative claims. It is a study of the administration of Air Force claims under the several statutes and implementing regulations, such as Claims Act of 3 July 1943, Federal Tort Claims Act, Foreign Claims Act, and the Military Personnel Claims Act. The scope of the course includes investigation, processing, and adjudication of administrative claims; the collection of claims sounding in tort originating in connection with Air Force activities in favor of the Government; and the cooperation with the Attorney General's Office in defense of tort suits filed under the provisions of the Federal Tort Claims Act.

This course consists of seven volumes.

Special Qualifications
None

Curriculum

Volume	Title
1	Orientation, Investigation, and Processing
2	Claims Under Act of 3 July 1943
3	Federal Tort Claims Act
4	Foreign Claims Act
5	Legislative and Miscellaneous Claims
6	Military Personnel Claims Act

7 Article 139, UCMJ: Claims in Favor of U.S.;
Funds and Records

☆

Course 7803 135 hours (45 points)
approximately

GOVERNMENT CONTRACTS

The increased emphasis on materiel has required that items used by the Air Force be procured as efficiently as possible. In this course you study the statutes, executive orders, regulations, court decisions, administrative opinions, and procedural matters pertaining to procurement.

Volume 1 introduces you to the subject. It discusses applicable laws and regulations, basic legal concepts, and the development of Air Force procurement authority. Other volumes tell you about methods of procurement, types of contracts, "essential clauses," negotiation of contracts, termination, and means of improving procurement.

Special Qualifications
None

☆

CHAPLAIN (79 AREA)

Course 7901 24 hours (8 points)
approximately

BASIC DOCTRINE FOR CHARACTER GUIDANCE

This one-volume course is of interest to all who have the responsibility for character guidance. It sets forth the objectives of character guidance. Emphasizing that freedom is a moral concept, the pamphlet outlines the philosophical framework within which character guidance is carried on. It suggests methods for putting the program into effect and, finally, describes the role of the chaplain in executing the program.

Special Qualifications
None

Courses Prepared by the Department of Defense

As mentioned in the Introduction, some information is of interest to members of all three services. Two courses have been prepared with this kind of information: Emergency Management of the National Economy and Atomic Defense.

For the first of these courses you request application forms from the Commandant, Industrial College of the Armed Forces, Fort Leslie J. McNair, Washington 25, D. C. Upon completing this form, you return it to the same address.

Applications for the Atomic Defense course are sent to us in accordance with the regular procedure given in the Introduction.

● Emergency Management of the National Economy

THIS COURSE GIVES YOU a broad and comprehensive education in world resources, their relation to power, and the problems in using these resources in the attainment of national objectives. Top planners, both in and out of uniform, are concerned with these subjects—with resources of strategy and the strategy of resources. The twenty-two volumes in the course cover many factors within our economy, as shown by this partial list of topics: manpower, material resources, energy resources, public utilities, U.S. economic foreign policy, economic intelligence and economic warfare, foreign aid, and an evaluation of mobilization in World War II. You can see from this partial list that the course is invaluable for persons in important command, staff, and planning assignments.

The course is based upon the successful resident courses in economic mobilization. Both the ten-month course given at the Industrial College of the Armed Forces and the two-week compressed version given at different cities have been enthusiastically received by the military and civilian execu-

tives taking them. Although the correspondence course does not include the vast detail of the ten-month course, the content does lend itself to written treatment. We therefore believe you will benefit greatly from completing the course.

Special Qualifications

In general, enrollment is open to selected Regular and Reserve officers in the grade of major* and above in all components of the Department of Defense, civilians in government agencies of comparable status, and to selected executives of industry, educators, and prominent citizens who in an emergency may serve in comparable positions in government or in the civil economy.

Curriculum

The Industrial College of the Armed Forces has prepared the following volumes:

I	Introduction to Economic Mobilization
II	Basic Economics
III	Public Support, Morale, Security
IV	Principles of Administration
V	Manpower
VI	Material Resources
VII	Raw Materials
VIII	Energy Resources
IX	Technological Progress
X	Public Utilities and Services
XI	Requirements
XII	Procurement
XIII	Production
XIV	Distribution Logistics
XV	Economic Intelligence and Economic Warfare
XVI	U.S. Economic Foreign Policy
XVII	Foreign Aid
XVIII	Psychological Aspects of the Global Conflict
XIX	Administration of Mobilization, World War II
XX	Economic Stabilization
XXI	Reconversion and Partial Mobilization
XXII	Retrospect and Prospect

*Exceptions made for unusually well-qualified officers below the grade of major.

● Atomic Defense Series

THE INVENTION of nuclear weapons has made defense against atomic effects a matter of life and death to military persons and civilians. Because of this importance, the Department of Defense has set up a special series of courses on the subject. Enlisted personnel who have the required background can enroll for subcourses within this series but not for the entire series. Brief descriptions of the individual courses follow:

ADS-1 22 hours

REVIEW OF MATHEMATICS AND PHYSICS

This course reviews the fundamentals of mathematics, including algebra, exponentials, graphs, use of tables, electricity and magnetism, and mechanics and vectors. It also discusses the atomic structure of matter and the properties of atoms and molecules, including X-rays.

☆

ADS-3 14 hours

EFFECTS OF ATOMIC WEAPONS

This course describes the characteristics of atomic explosions, the effects of atomic weapons

on materiel and personnel, protection and defense against radiation hazards, and decontamination.

☆

ADS-4 20 hours

THEORY, OPERATION, AND USE OF RADIAC INSTRUMENTS

In this course you study the ionization of gases; ion-chamber instruments; the Geiger-Müller tube; electronic devices and circuits; photographic dosimetry; miscellaneous equipment, such as crystal detectors; maintenance and calibration; and radiological monitoring.

Special Qualifications

Commissioned officers of all services and civilian employees of the Department of the Air Force whose duties require knowledge of these technical subjects are eligible for enrollment in this series if they have a working knowledge of algebra and trigonometry and can solve problems using algebraic equations, exponents, logarithms, and trigonometric functions. Completion of one year of college mathematics and physics is recommended.

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Courses Prepared by Other Services

MANY PERSONS in the Air Force are interested in subjects taught by the correspondence schools of the Army and Navy (although it is generally advisable to take courses prepared by the Air Force if they are available in your field of interest). Interservice agreement provides that we process all applications for these courses submitted by Air Force personnel. So if you want to take an Army or Navy course, send your application to us in the regular way. Just as for ECI courses, you must submit a new application (Form 23) for each course.

You ask for information about credit hours, retirement points, your progress in the course, the number of lessons, and other specific matters directly from the administering school.

(The Army asks that the date on which a Reservist's retirement year ends be included on his application. According to AFR 45-7A, this date is computed in this way:

A "year" . . . is defined as follows:

- (a) For personnel who on 1 July 1949 were members of a Reserve component of the Armed Forces . . . , the "year" will be computed from 1 July of one year to 30 June of the next year, inclusive.
- (b) For persons who enter or re-enter the service after 1 July 1949, the "year" will end on the day preceding the annual anniversary of such entry or re-entry. Renewal of a commission or re-enlistment will not constitute re-entry if such reappointment or re-enlistment takes place without a break in service.)

Although we do not stock Army or Navy course materials here at the Institute, we have listed a few courses that we feel will interest Air Force personnel. This is only a partial list, and if you want an Army or Navy course not included, we suggest that you refer to Department of Army Pamphlet 20-100 and NavPers 10840 (neither of which we are able to send you).

In addition, you can secure information about these courses from the schools that prepare them. The addresses of these schools are given below:

The Adjutant General's School
Fort Benjamin Harrison, Indiana

The Armored School
Fort Knox, Kentucky

The Army General School
Fort Riley, Kansas

The Psychological Warfare School
Fort Bragg, North Carolina

Army Security Agency School
Fort Devens, Massachusetts

The Artillery School
Fort Sill, Oklahoma

The Chaplain School
Fort Slocum, New York

Chemical Corps School
Army Chemical Training Center
Fort McClellan, Alabama

The Engineer School
The Engineer Center
Fort Belvoir, Virginia

Army Finance School
Fort Benjamin Harrison, Indiana

The Infantry School
Fort Benning, Georgia

Judge Advocate General's School
Charlottesville, Virginia

Medical Field Service School
Fort Sam Houston, Texas

The Ordnance School
Aberdeen Proving Ground, Maryland

Provost Marshal General's School
Camp Gordon, Georgia

The Quartermaster School
Fort Lee, Virginia

The Signal School
Fort Monmouth, New Jersey

Transportation Corps School
Fort Eustis, Virginia

U. S. Naval Correspondence Course Center
Brooklyn, New York

Naval War College
Newport, Rhode Island

U.S. Naval Medical School
Bethesda 14, Maryland

☆

ARMY COURSES—GENERAL

Common Subcourse 7. First Aid (MED)

SCOPE: First aid care of wounds and the wounded in general; control of hemorrhage; first aid care for fractures and injuries of the body cavities; first aid care of burns and conditions resulting from the effects of heat and cold; resuscitations; treatment of common emergencies; first aid care of chemical warfare casualties.

Seven lessons and examination. Credit hours: 20

☆

Common Subcourse 39. Special Services (TAG)

SCOPE: History, mission, and organization of Special Services; a brief description of the various programs of Special Services, and a discussion of Special Service activities at lower echelons of the Army to include Special Services company.

Four lessons and examination. Credit hours: 13

☆

Common Subcourse 40. The Army and Air Force Exchange Service (QM)

SCOPE: The history, mission, organization, and functions of the Army and Air Force Exchange Service in the zone of interior, and in theaters of operation and other commands abroad.

Six lessons and examination. Credit hours: 15

☆

Common Subcourse 42. Air Navigation (ARTY)

SCOPE: Principles of navigation applicable to Army aviation.

Eight lessons and examination. Credit hours: 19

Common Subcourse 44. Employment of Army Aviation (ARTY)

SCOPE: Organization of Army aviation sections, training, tactical employment, supply and maintenance; organization and missions of Army aviation, special operations.

Six lessons and examination. Credit hours: 16

☆

Common Subcourse 47. Civilian Personnel Management (TAG)

SCOPE: Organization and regulatory framework of civilian personnel management; distribution of responsibilities; classification, placement, and wage administration; evaluation and training; employee-management relations.

Six lessons and examination. Credit hours: 14

☆

Common Subcourse 51. Movement by Air I (INF)

SCOPE: Familiarization with cargo aircraft; flight safety; theory of loading and aerial delivery; tie-down devices; problem of loading of personnel and equipment of the infantry division.

Six lessons and examination. Credit hours: 14

☆

Common Subcourse 54. Basic Administrative Records (TAG)

SCOPE: General instructions on initiation of the Morning Report and Duty Roster; entries made, how maintained, and practical problems on each.

Three lessons and examination. Credit hours: 7

☆

ARMY COURSES—THE PSYCHOLOGICAL WARFARE SCHOOL

Special Series—Psychological Warfare

The Psychological Warfare Special Series contains approximately 21 subcourses. They cover propaganda, intelligence for psychological warfare, media for psychological warfare, planning for psychological warfare, and many other subjects. The value of the course is approximately 192 hours or 64 points.

Application for enrollment must be submitted through the Extension Course Institute and approved by the Psychological Warfare School.

Prerequisites:

- a. Commissioned officer on active duty, or active commissioned officer in the National Guard or United States Army Reserve, or other personnel as directed.
- b. Graduate from college or university with degree, or equivalent in training and experience.
- c. Professional experience in law, journalism, radio-television, advertising, publishing, public relations, motion-picture production, international relations, diplomatic service, military staff duty, or social sciences or other fields allied to political or psychological warfare.

☆

ARMY COURSES—ENGINEER SCHOOL

Subcourse 10–14. Roads and Airfields I

SCOPE: Nomenclature; reconnaissance; location; construction procedure; drainage; capabilities of equipment; maintenance.

Eight lessons and examination. Credit hours: 20

☆

Subcourse 30–3. Roads and Airfields II

SCOPE: Road and airfield location and layout; construction equipment; materials; cut and fill quantities; drainage structures; stabilization of subgrades; surfacing operations; maintenance and repair; construction planning management and supervision.

Nine lessons and examination. Credit hours: 20

☆

Subcourse 30–27. The Engineer Aviation Company

SCOPE: Organization and equipment of an engineer aviation company and its employment on various types of airfield construction.

Four lessons and examination. Credit hours: 10

☆

Subcourse 40–21. Pavements

Estimating, designing, and placing concrete and bituminous surfaces and pavements.

Six lessons and examination. Credit hours: 16

Subcourse 50–7. Roads and Airfields III

SCOPE: Construction plans and schedules for roads and airfields; location and design of major road projects and airfields; airfield facilities; construction personnel, supply, and equipment requirements.

Eight lessons and examination. Credit hours: 20

☆

ARMY COURSES—THE QUARTERMASTER SCHOOL

Subcourse 40–5. Food Service Supervision

SCOPE: The food service program; organization for food service; application of food service program; food surveys.

Four lessons and examination. Credit hours: 10

☆

ARMY COURSES—THE SIGNAL SCHOOL

Subcourse 11–1. Mathematics

SCOPE: Basic mathematics for students unfamiliar with mathematics; refresher study for others. Instruction includes the fundamentals of arithmetic, algebra, plane geometry, solid geometry, logarithms, and trigonometry.

Eight lessons and examination. Credit hours: 27

☆

Subcourse 11–18. Television I

SCOPE: Underlying principles involved in the generation, transmission, and reception of television signals and the operating principles of the camera tube, picture tube, antenna systems, and power supplies. The instruction is not so technical as to prevent understanding by a person who is not a technical expert. However, a knowledge of the fundamentals of a-c electricity is prerequisite and a knowledge of radio fundamentals is helpful in understanding the principles of television presented.

Four lessons and examination. Credit hours: 15

☆

Subcourse 11–27. Television II

SCOPE: Standard television principles and practices; the operating functions of television systems; analysis of the components of television transmitting and receiving stations; elements of the television receiver, the front end, sound, video, and sweep sections; troubleshooting and alignment procedures; safety precautions.

Six lessons and examination. Credit hours: 21

ARMY COURSES – THE TRANSPORTATION SCHOOL

Subcourse 30–13. Driver Selection and Training

SCOPE: Program phases and factors; preventive maintenance system, including the use of DD Form 110 (Vehicle and Equipment Operational Record); traffic accident prevention; hand signals, road rules, and convoy driving; types of vehicles, trailer units, and loads and loading; advanced and difficult driving.
Six lessons and examination. Credit hours: 15

Subcourse 30–34. Marine Diesel Engines I
SCOPE: Basic principles; petroleum products and engine construction; diesel engine principles; engine performance; structural engine parts; valve gear; fuel injection. Seven lessons and examination. Credit hours: 19
☆

Subcourse 30–35. Marine Diesel Engines II
SCOPE: Diesel engine bearings; methods of proper lubrication; engine systems; engine auxiliaries; engine controls; engine starting and reversing; clutches and reduction gears; mechanics and vibrations. Seven lessons and examination. Credit hours: 19

APPLICATION FOR ENROLLMENT IN THE EXTENSION COURSE INSTITUTE, USAF

INSTRUCTIONS:
1. For general information concerning Extension Course program, see the ECI Catalog.
2. Complete all items on this form. Use typewriter or print legibly.
3. Only one properly indorsed copy of this form is required by Extension Course Institute, USAF.
4. A completed application blank is required for all enrollments.
5. Students may not enroll in more than one course at a time.
6. Officers and airmen on active duty are urged to use their military mailing addresses.
7. Air Force personnel who desire to participate in Army or Navy extension courses will specify the school and course desired.

1. LAST NAME – FIRST NAME – MIDDLE INITIAL

2. GRADE

3. SERVICE NUMBER

4. DATE

5. ADDRESS (Street or Unit, City or Base, Zone and State)

6. GRADUATE OF:
☐ SQ OFF COURSE
☐ COMMAND AND STAFF COURSE

7. DATE OF BIRTH

8. DUTY ASSIGNMENT OR CIVILIAN OCCUPATION

9. EDUCATION (Circle years attended)
GRADE AND HIGH SCHOOL COLLEGE OR UNIVERSITY
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

10. DATE OF ORIGINAL COMMISSION

11. AFSC

12. COMPONENT (Check appropriate box)
☐ REG AF ☐ AFRES ☐ USANG ☐ ARMY ☐ NAVY ☐ CAP ☐ CIV ☐ OTHER (Specify)

13. STATUS
☐ ON ACTIVE DUTY ☐ NOT ON ACTIVE DUTY ☐ AIRMAN HOLDING RESERVE COMMISSION

14. PRESENT MILITARY UNIT AND BASE

15. COURSE DESIRED (Number and title)

16. IF APPLICATION IS MADE FOR A SPECIALIZED COURSE, LIST QUALIFICATIONS.

17. I HAVE ☐ HAVE NOT ☐ BEEN PREVIOUSLY ENROLLED IN AN ECI COURSE.

18. REMARKS

19.
I certify that during the last six months my enrollment as a student in the Extension Course Institute, USAF, has not been terminated as a result of my failure to meet minimum participation requirements.

SIGNATURE OF APPLICANT

ECI FORM 23
1 JAN 56

INDORSEMENTS

Indorsement for Applicant on Active Duty

This space is to be completed by the Education Services officer/advisor for active duty officers and airmen and civilians working for the Air Force. If your location does not have an education office, the indorsement may be accomplished by the commander or his designated representative.

FROM:

TO: Commandant
Extension Course Institute, USAF
Gunter AFB, Alabama

1. Recommend approval.

2. Applicant's status as indicated above has been verified.

3. Remarks:

NAME

GRADE

TITLE

Indorsement for Applicant on Reserve, ANG, or CAP Status

RESERVISTS: If you are assigned to an active Reserve unit, your application must be indorsed by the unit commander or his designated representative.
If you are not assigned to an active Reserve unit, your application must be forwarded to and indorsed by the Air Reserve Record Center, Denver, Colorado.

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9. EDUCATION (Circle years attended) GRADE AND HIGH SCHOOL COLLEGE OR UNIVERSITY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18			10. DATE OF ORIGINAL COMMISSION	11. AFSC
12. COMPONENT (Check appropriate box) ☐ REG AF ☐ AFRES ☐ USANG ☐ ARMY ☐ NAVY ☐ CAP ☐ CIV ☐ OTHER (Specify)				
13. STATUS ☐ ON ACTIVE DUTY ☐ NOT ON ACTIVE DUTY ☐ AIRMAN HOLDING RESERVE COMMISSION				
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